

# Title of Works



## Project Information

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| --- | --- |
| **Category** | Fall arrest Systems |
| **Project Name** | HMCTS |
| **Site Address** | Multiple |
| **Contract Finder Reference** |  |

## Introduction

ENGIE, is Europe’s leader in energy and environmental efficiency services. We develop innovative solutions in Energy, Technical Services, Facilities Management and Business Process to improve the efficiency of cities, buildings, industry and infrastructure. As a leading service business across public, private and healthcare sectors, we guarantee transformational outcomes – from reducing cost & environmental impact and maximizing operational resilience, to improving the quality & efficiency of business processes.

ENGIE UK in the United Kingdom and Republic of Ireland has a turnover of £3 billion and employs over 17,000 people. ENGIE UK operates on 14,000 customer sites throughout the UK & ROI, totalling over 23.6 million sqm of managed space.

Sustainability and innovation are both core to our values, and as such it is essential that we are able to both excel at and demonstrate capability in these fields as part of everything we do as a business.

Describe project works

## Supporting Documents & Drawings

As per Coupa event (leave blank if there are no drawings)

## Scope of Works

**88-28 Roof and Canopy Fall Protection Systems**

Date: 05 Sep 2018

Version: 2

Unit of Measure: Nr

**Summary**

**Frequencies Tasks**

**3M (Months)**

60 mins **1**

**6M (Months)**

120 mins **2**

**12M (Months)**

120 mins **3 4 5**

**Annual Timing 600 mins**

**Introduction**

There exists a legal ‘duty of care’ for building owners and operators to ensure that building users and those who may visit or be in the

vicinity of property are protected from injury as a result of failure of any elements of the building.

This schedule covers:

1) Safety railings and ladders.

2) Safety harness eye bolts and external anchors.

3) Gantries and other high-level access equipment

4) Fall protection systems.

5) Roof walkways.

Any maintenance done on the equipment should be in accordance with the manufacturers’ recommendations. A safe system of works

must be in place when undertaking any of the maintenance activities in this schedule. Ensure warning notices of “Fragile Roof” are in

place where applicable. Ensure all fall protection systems are checked and the appropriate personal protective equipment (PPE) is worn.

**Please refer to the overarching introduction (SFG 00-01) to make sure you are of the correct skill level as indicated within the**

**task schedule to carry out the described works. Ensure you have read and understood the manufacturer’s recommendations,**

**carried out risk assessment(s) on each item of plant to identify the correct frequency of maintenance, identified all safety**

**procedures that need to be applied and recorded in order to carry out the work in a safe and reliable manner.**

**Display Order Tasks**

**1**

**Safety railings and ladders**

**Criticality:** Red **Frequency:** 3M **Skill Set:** Specialist

**Action:** Inspection and approval of the railing and fixed ladders shall be conducted at periodic intervals specified

by the duty holder.

All maintenance should be in accordance with manufacturers’ recommendations.

**Notes:** Frequency of inspections may be adjusted to reflect the operational use.

All inspection, maintenance and repairs shall be recorded in the relevant log book.

**2**

**Safety harness eye bolts and external anchors**

**Criticality:** Red **Frequency:** 6M **Skill Set:** Specialist

**Action:** Inspection and approval of the eye bolt shall be conducted at periodic intervals specified by the duty

holder.

All maintenance should be in accordance with manufacturers’ recommendations.

**Notes:** The inspection tags, if exposed to sunlight, shall be protected against ultraviolet (UV) light or be of a

material which is not affected by UV light.

All inspection, maintenance and repairs should be recorded in the relevant log book.

**3**

**Gantries and other high-level access equipment**

**Criticality:** Red **Frequency:** 12M **Skill Set:** Specialist

**Action:** Gantries and other high-level access equipment shall be inspected at periodic intervals specified by the

duty holder.

All maintenance should be in accordance with manufacturers’ recommendations.

**Notes:** Frequency of inspections may be adjusted to reflect the operational use.

A separate “High-level access equipment” log book should be provided with all inspection, maintenance

and repairs.

**4**

**Fall protection systems**

**Criticality:** Red **Frequency:** 12M **Skill Set:** Specialist

**Action:** Inspection and approval of the fall protection system shall be conducted at periodic intervals specified by

the duty holder.

All maintenance should be in accordance with manufacturers’ recommendations.

**Notes:** Frequency of inspections may be adjusted to reflect the operational use.

The inspection tags, if exposed to sunlight, shall be protected against ultraviolet (UV) light or be of a

material which is not affected by UV light.

All inspection, maintenance and repairs should be recorded in the relevant log book.

**5**

**Roof walkways**

**Criticality:** Red **Frequency:** 12M **Skill Set:** Specialist

**Action:** Inspection and approval of the walkway system shall be conducted at periodic intervals specified by the

duty holder.

All maintenance should be in accordance with manufacturers’ recommendations.

**Notes:** Frequency of inspections may be adjusted to reflect the operational use.

All inspection, maintenance and repairs shall be recorded in the relevant log book.

**88-45 Flagpoles**

Date: 06 Sep 2017

Version: 1

Unit of Measure: Nr

**Summary**

**Frequencies Tasks**

**1M (Month)**

15 mins **1**

**6M (Months)**

180 mins **2 3**

**Annual Timing 540 mins**

**Introduction**

There exists a legal ‘duty of care’ for building owners and operators to ensure that building users and those who may visit or be in the

vicinity of property are protected from injury as a result of failure of any elements of the building.

Poles for carrying flags and banners may be ground-mounted, roof-mounted or fixed to external walls. They may be constructed from

aluminium, fibreglass, steel or timber, and fixed into position using steel fixing brackets and concrete foundations. Some types

incorporate a raising and lowering system which means that they are subject to the same strict regulations as lifting equipment. In

addition, due to the potential safety risk from a defective flagpole, it is essential to follow all relevant health and safety legislation and to

ensure that the equipment is regularly inspected and maintained in a safe condition.

**Please refer to the overarching introduction (SFG 00-01) to make sure you are of the correct skill level as indicated within the**

**task schedule to carry out the described works. Ensure you have read and understood the manufacturer’s recommendations,**

**carried out risk assessment(s) on each item of plant to identify the correct frequency of maintenance, identified all safety**

**procedures that need to be applied and recorded in order to carry out the work in a safe and reliable manner.**

**Notes:**

The flag size and the type of fabric used will have a significant effect on the force exerted on the pole and the associated accessories.

**Display Order Tasks**

**1**

**Flagpole and accessories**

**Criticality:** Amber **Frequency:** 1M **Skill Set:** Competent Person

**Action:** Visually inspect the general condition of the flagpole for damage or corrosion.

Check that the flagpole is secure and stable.

Visually inspect all foundations, anchor bolts, bases, wall brackets and fixings to ensure nothing is

damaged, loose, missing or corroded.

Check that the halyard rope moves as it should and is not damaged or frayed.

Check that the pulley system is in good condition and operational.

Check that the flag raising and lowering system is operational (if applicable).

Check that the flag can be easily attached and hoisted.

Ensure that the flag is securely fitted with either clips or a rope and toggle, depending on the system used.

Visually inspect the flag to identify any damage to the fabric or stitching.

Clean, wash, repair or replace the flag if necessary, in accordance with the manufacturer's instructions.

Report any damage or defects to the responsible person.

**Notes:** The halyard rope may become worn or frayed where it passes through the fitting at the top of the pole.

Strong winds accompanied by heavy rain can put pressure on flags which in turn increases the force

exerted on the pole and halyard rope. Avoid prolonged use of flags in adverse weather conditions.

**2**

**Raising and lowering system**

**Criticality:** Red **Frequency:** 6M **Skill Set:** Specialist

**Action:** If a raising and lowering system is installed, it should be maintained as follows:

Visually inspect the condition of all components of the raising and lowering system, including wires,

shackles, hooks, eyebolts, hinges, winch, pole carriers and slings.

Perform a thorough examination of the equipment to detect any defects that are (or could potentially

become) a danger to people.

Check that the raising and lowering system operates correctly.

If you discover a defect that involves an existing or imminent risk of serious personal injury, you must

verbally inform the responsible person immediately. You should then issue a written report, a copy of

which must also be sent to the relevant enforcing authority. The responsible person must immediately take

the lifting equipment out of service until the defect has been rectified.

If the system passes its thorough examination, you should issue a certificate to the responsible person.

**Notes:** Under current regulations, the raising and lowering system is classed as accessories for lifting, and due to

its outdoor location it may be exposed to conditions which could cause deterioration. This means that the

raising and lowering system must be regularly inspected and checked: either 6-monthly, or in accordance

with an examination scheme specifying other intervals, produced by a competent person and based on a

risk assessment.

The regular thorough examination is not intended to replace the routine maintenance of the flagpole and

its components.

**3**

**Flagpole mountings and accessories**

**Criticality:** Red **Frequency:** 6M **Skill Set:** Specialist

**Action:** Visually inspect the condition of concrete foundations, bases, holding-down anchor bolts, ground sleeves

and collars.

Visually inspect the condition and security of all angled or vertical wall brackets.

Check that all bolts, fastenings and brackets are tight and undamaged.

Check the condition of hinged bases or tilt plates and ensure they are undamaged and operational.

If a raising and lowering system is installed, lower the pole and clean and service all components in

accordance with the manufacturer's instructions.

Check the structure, function and safety of the pole and look for signs of wear, fatigue, bending or failure.

Clean or paint the pole if necessary, in accordance with the manufacturer's instructions.

Clean, adjust and service all components of the raising and lowering system, including wires, shackles,

hooks, eyebolts, hinges, winch, pole carriers and slings, in accordance with the manufacturer's

instructions.

Check that the raising and lowering system operates correctly.

Check the condition of the rotating top arms, finials, cleats, clips, adjustable ties, counter-weights/counterbalance,

ground collars, sleeves and anti-tamper locks.

Check the halyard rope for signs of abrasion, damage, fraying or weakness through exposure to ultraviolet

light and pollution.

Check the condition and integrity of any associated lightning protection system components.

Report any damage or deterioration to the responsible person.

Records should be kept of all inspections undertaken and any findings.

**Notes:** Exposure to the wind and weather creates movement and flexing of the flagpole along its length. This

force travels down to the foundations and the anchor points may begin to loosen over time, gradually reducing the stability and security of the fixings.

**81-10 Fixed Access Ladders and Stairs**

Date: 05 Sep 2018

Version: 2

Unit of Measure: Nr

**Summary**

**Frequencies Tasks**

**1D (Day)**

5 mins **1**

**6M (Months)**

60 mins **2**

**12M (Months)**

480 mins **3 4 5**

**Annual Timing 2425 mins**

**Introduction**

Fixed access ladders and stairs are installed in areas where frequent planned access is required. They may be integrated with existing

platforms and walkways or fixed to the building fabric. Designs vary, depending on the site, and may incorporate safety equipment such

as gates, guardrails, cages, hoops, mesh panels and fall protection/fall arrest systems. Regular maintenance is essential to ensure that

the equipment is in good condition and safe to use.

**Please refer to the overarching introduction (SFG 00-01) to make sure you are of the correct skill level as indicated within the**

**task schedule to carry out the described works. Ensure you have read and understood the manufacturer’s recommendations,**

**carried out risk assessment(s) on each item of plant to identify the correct frequency of maintenance, identified all safety**

**procedures that need to be applied and recorded in order to carry out the work in a safe and reliable manner.**

**Notes:**

For detailed maintenance of fall protection systems, please refer to Access Equipment (SFG 81-01 to 81-09).

For maintenance of ladders and stairs which provide access to manholes, trenches, storage tanks, tunnels, chambers or other enclosed

areas, take suitable precautions in compliance with confined spaces regulations.

**Display Order Tasks**

**1**

**Daily pre-use inspection**

**Criticality:** Amber **Frequency:** 1D **Skill Set:** User

**Action:** Before using fixed access ladders and stairs:

a) Visually inspect the ladders/stairs to verify they are in good condition and not damaged.

b) Ensure that the rungs, rails and walkways are clean and free from dirt, oil or grease.

c) Ensure that there are no obstructions on or near the ladders/stairs.

d) Ensure there is no rubbish or storage of material on the ladders/stairs.

e) Ensure that any painted line markings or warning signs are clear and legible. Arrange for any remedial

works if considered necessary.

f) Report any findings and take appropriate remedial action before using the ladders/stairs.

**Notes:**

**2 Fall protection systems**

**Criticality:** Red **Frequency:** 6M **Skill Set:** Specialist

**Action:** If a fall protection system is integrated with the ladders/stairs:

a) Check all fixings to concrete, steel, masonry and building fabric for structural integrity.

b) Inspect and test all wire-based and rail-based systems, anchors, eyebolts, mounting brackets and

support posts using approved methods.

c) Evaluate the impact of any recent modifications to the building fabric or services.

d) Provide written records and a test certificate if the system is in a safe working condition.

If the system fails the inspection, provide a full report and specify the recommended remedial action. The

Building Manager or Responsible Person should prevent anyone using the system until it has been

successfully re-inspected and certified as safe to use.

**Notes:** For detailed maintenance of fall protection systems, refer to Access Equipment (SFG 81-01 to 81-09). In

some installations, depending on the environment and usage, the fall protection system may require more

frequent inspections.

**3**

**Ladders and stairs**

**Criticality:** Red **Frequency:** 12M **Skill Set:** Specialist

**Action:** Examine the ladders/stairs for signs of damage, corrosion, loose connections and sharp edges.

If corrosion is evident, arrange to have the equipment rust-proofed and re-painted.

Inspect ladders/stairs for damage, check all treads and landing platforms.

Check that all floor surfaces are clean and unobstructed.

Check for movement, stability and structural integrity.

Check ladder/stair treads and nosing for wear and damage.

Inspect all fixings, metal-to-metal and metal-to-structure.

Inspect handrails for damage or any missing parts and check all are secure.

Check that there are no sharp edges to handrails.

Ensure ladders/stairs and landing platforms are clear and unobstructed.

Check that any moving parts are working correctly, such as self-closing gates.

Verify that any lighting and emergency lighting associated with the installation is adequate and is working

correctly.

Check the condition and integrity of any connections to the lightning protection system.

Report on the decorative finish and condition of the ladders/stairs.

Evaluate the impact of any recent modifications to the building fabric or services.

If the system fails the inspection, provide a full report and specify the recommended remedial action. The

Building Manager or Responsible Person should prevent anyone using the system until it has been

successfully re-inspected and certified as safe to use.

**Notes:** In some installations, depending on the environment and usage, the ladders/stairs may require more

frequent inspections.

For additional information please refer to SFG20 88-33 Steps, Stairs, Ramps, Balustrades and Handrails.

For more information on external lighting, emergency lighting and lightning protection, please refer to

SFG20 Core schedules 36-, 37- and 38- series.

**4**

**Guardrails, hoops and cages**

**Criticality:** Red **Frequency:** 12M **Skill Set:** Specialist

**Action:** Visually inspect all guardrails, hoops, cages and fabricated products for missing parts, damage, corrosion,

loose connections and sharp edges.

If corrosion is evident, arrange to have the equipment rust-proofed and re-painted.

Check for movement, stability and structural integrity.

Inspect all fixings, metal-to-metal and metal-to-structure.

Check that there are no sharp edges to guardrails, hoops and cages.

Verify that any lighting and emergency lighting associated with the installation is adequate and is working

correctly.

Check the condition and integrity of any connections to the lightning protection system.

Report on the decorative finish and condition.

Evaluate the impact of any recent modifications to the building fabric or services.

If the system fails the inspection, provide a full report and specify the recommended remedial action. The

Building Manager or Responsible Person should prevent anyone using the system until it has been

successfully re-inspected and certified as safe to use.

**Notes:** In some installations, depending on the environment and usage, the equipment may require more frequent

inspections.

For more information on external lighting, emergency lighting and lightning protection, please refer to

SFG20 Core schedules 36-, 37- and 38- series.

**5**

**Walkways and gantries**

**Criticality:** Red **Frequency:** 12M **Skill Set:** Specialist

**Action:** Visually inspect all walkways and gantries for missing parts, damage or signs of corrosion, loose

connections and sharp edges.

Check the condition of walking surfaces for oil, grease or dirt and any damage to non-slip coatings.

If corrosion is evident, arrange to have the equipment rust-proofed and re-painted.

Check for movement, stability and structural integrity.

Inspect all fixings, metal-to-metal and metal-to-structure.

Verify that any lighting and emergency lighting associated with the installation is adequate and is working

correctly.

Check the condition and integrity of any connections to the lightning protection system.

Report on the decorative finish and condition.

Evaluate the impact of any recent modifications to the building fabric or services.

If the system fails the inspection, provide a full report and specify the recommended remedial action. The

Building Manager or Responsible Person should prevent anyone using the system until it has been

successfully re-inspected and certified as safe to use.

**Notes:** In some installations, depending on the environment and usage, the equipment may require more frequent

inspections.

For more information on cleaning, please refer to SFG20 88-55 Cleaning of Roof Walkways

For more information on external lighting, emergency lighting and lightning protection, please refer to

SFG20 Core schedules 36-, 37- and 38- series.

**81-06 Retractable Fall Arrester**

Date: 16 Jul 2019

Version: 4

Unit of Measure: Nr

**Summary**

**Frequencies Tasks**

**6M (Months)**

5 mins **2**

**12M (Months)**

15 mins **4**

**0U (Unspecified) 1 3**

**Annual Timing 25 mins**

**Introduction**

Fall arrest devices are encased with a flexible, extendable lanyard, that has a self-braking and locking function and an automatic return

facility for the lanyard into the casing. Maintenance carried out on the equipment should be in accordance with the manufacturers'

recommendations.

The method statement and accompanying risk assessment should be read, understood and implemented during this task.

There are several mechanisms which may be used to indicate a fall has occurred. Activation of these requires immediate withdrawal of

the item from use and the item should be destroyed or returned to an authorised service centre. These indicators include:

1 Hook indicator - a coloured band visible at the top of the hook after a fall or shock load occurs.

2 Stitching indicator - sewn into the hook end of a webbing lanyard. To indicate a fall, the thread (usually red) will tear apart.

3 Window indicator - has two visible colour zones, located in a small window on the block:

3.1 Safe Zone (blue/green): suitable for continued use

3.2 Danger Zone (red): immediately remove from use and return to manufacturer/service agent to repair and rectify.

4 Button indicator - usually red in colour. Can be flush with casing or slightly recessed but will protrude from the casing after a fall.

**Note:** Some blocks may not contain an indicator mechanism and this list is not exhaustive.

**Please refer to the overarching introduction (SFG 00-01) to make sure you are of the correct skill level as indicated within the**

**task schedule to carry out the described works. Ensure you have read and understood the manufacturer’s recommendations,**

**carried out risk assessment(s) on each item of plant to identify the correct frequency of maintenance, identified all safety**

**procedures that need to be applied and recorded in order to carry out the work in a safe and reliable manner.**

**Notes:**

All PPE associated with fall arrest systems needs regular inspections and re-certification in accordance with Statutory Requirements,

Regulations and Manufacturer's Recommendations. PPE must undergo regular formal and informal inspection to monitor its' capabilities

to perform the task for which it is intended. See (SFG 81-03) Fall Arrest Lanyards.

No operative should use any third party’s safety equipment unless satisfied that it has received appropriate maintenance and inspection.

It is imperative to have accurate records, in the form of the health and safety file, for the history of equipment used in order that it can be

determined that the equipment is fit for purpose.

Operatives should always review the rescue plan for fall recovery, which is a legal requirement to have in place in accordance with the

Working at Height Regulations.

Competent Person for periodic examination - defined as "a person" who is knowledgeable of the current examination requirements,

recommendations and instructions issued by the manufacturer applicable to the relevant component, sub-system or system.

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**Display Order Tasks**

**1**

**Pre-use check blocks**

**Criticality:** Red **Frequency:** 0U **Skill Set:** Competent Person

**Action:** Before a fall arrest block is used, hang the device from a suitable anchor point and make sure it is hanging

vertically. Then carry out the following checks:

If the block has an indicator present, check to see it has not been activated. Do not use a fall arrest

block if the indicator mechanism shows signs of having previously arrested a fall.

1

Extend the lifeline fully and inspect it for damage. Do not allow the lifeline to retract into the block

unrestrained as this may lead to the brake mechanism locking. If the block locks consult the

manufacturer. Allow it to retract slowly through gloved hands, inspecting it as you go.

2

Check connector between the block and the anchor point, the connection to the harness and swaging

of the cable end or the webbing stitching for any signs of damage.

3

Check the locking mechanism is operating correctly by pulling the lifeline end sharply. The lifeline

must lock instantly.

4

5 Check the hook/karabiner gate opens and closes smoothly and fully engages.

6 Swivel components must be checked to ensure they have no restrictions or damage.

7 Check the fall arrest block is within its inspection interval.

**Notes:** When necessary, wash with a mild soap solution (maximum temperature 40°C) and remove excess

moisture with a clean cloth. Wipe with a mild solution of sterile disinfectant. Allow to dry naturally.

**Storage**

Equipment should be stored in an environment where it is away from light sources, chemically neutral and

away from excessive heat sources, high humidity, sharp edges corrosives and any other possible causes

of damage. Equipment should not be stored wet.

**2**

**Detailed inspections**

**Criticality:** Red **Frequency:** 6M **Skill Set:** Competent Person

**Action:** These are the same as the pre-use checks. These checks must be documented and the documents

kept. Formal inspection procedures shall be implemented by employers to ensure that all personnel fall

protection equipment is given a detailed inspection prior to first use and at least every 6 months. If being

used in arduous conditions, then 3 months is the recommendation.

All specified inspections are to record the following:

1 The serial number of the equipment.

2 Date of inspection.

3 Authorised inspector.

4 Load rating.

5 Safe working load.

6 Working load limit.

7 Declaration of conformity.

8 Allowance for continuance or removed from service.

9 Manufacturer’s life span.

**Notes: Storage**

Equipment should be stored in an environment where it is away from light sources, chemically neutral and

away from excessive heat sources, high humidity, sharp edges corrosives and any other possible causes

of damage. Equipment should not be stored wet.

**3**

**Interim inspections**

**Criticality:** Red **Frequency:** 0U **Skill Set:** Competent Person

**Action:** These are additional detailed inspections. The need for and frequency of interim inspections will depend

on the use and the environment. Examples of situations where they may be appropriate include: arduous

working environments involving paints, chemicals, grit blasting operations and acidic or alkaline

environments.

The results of interim inspections should be recorded and kept.

**4**

**Servicing**

**Criticality:** Red **Frequency:** 12M **Skill Set:** Specialist

**Action:** Fall arrest blocks must be serviced, inspected and re-certified by the manufacturer or an approved service

company (as specified by the manufacturer) at least every 12 months, or less if deemed necessary.

**Notes:** Ensure that a service company is approved by contacting the manufacturer.

**81-05 Mobile Man Anchors**

Date: 04 Jul 2017

Version: 2

Unit of Measure: Nr

**Summary**

**Frequencies Tasks**

**3M (Months)**

10 mins **2**

**0U (Unspecified) 1 3 4**

**Annual Timing 40 mins**

**Introduction**

Any maintenance carried out on the equipment should be in accordance with the manufacturers' recommendations.

The method statement and accompanying risk assessment should be read, understood and implemented during this task.

Deadweight anchors provide a secure anchorage point for use on horizontal surfaces (usually with an incline angle less than 5°) where

the installation of a permanent anchor point may be unsuitable. A number of different designs are available which incorporate either

concrete/steel weights or water to provide an anchor point for fall arrest or work restraint. The anchor point relies on mass and friction

between itself and the surface to provide suitable anchorage.

Deadweight anchors are certified under BS EN 795 and are designed so that they are of sufficient strength to sustain the maximum

dynamic force generated by a fall from height of one person. However, the static strength tests are designed with a minimum factor of

safety of two to allow for misuse in real world applications.

All anchor points must be tested even if they are to be used for restraint only.

**Please refer to the overarching introduction (SFG 00-01) to make sure you are of the correct skill level as indicated within the**

**task schedule to carry out the described works. Ensure you have read and understood the manufacturer’s recommendations,**

**carried out risk assessment(s) on each item of plant to identify the correct frequency of maintenance, identified all safety**

**procedures that need to be applied and recorded in order to carry out the work in a safe and reliable manner.**

**Notes:**

All PPE associated with fall arrest systems needs regular inspections and re-certification in accordance with BS EN 365 'Personal

Protective Equipment against falls from height – General requirements for instruction for use and marking'. PPE must undergo regular

formal and informal inspection to monitor its' capabilities to perform the task for which it is intended.

No operative should use any third party’s safety equipment unless satisfied that it has received appropriate maintenance and inspection.

It is imperative to have accurate records, in the form of the health and safety file, for the history of equipment used in order that it can be

determined that the equipment is fit for purpose.

Competent Person for periodic examination - defined as "person who is knowledgeable of the current examination requirements,

recommendations and instructions issued by the manufacturer applicable to the relevant component, sub-system or system.

**Display Order Tasks**

**1**

**Pre-use inspection**

**Criticality:** Red **Frequency:** 0U **Skill Set:** Specialist

**Action:** The pre use checks should include a visual inspection of all the components of the deadweight anchor.

Proof load tests should not be carried out. There are a number of factors that may affect the structural

integrity of the deadweight anchor. These may include but are not limited to general wear and tear,

impacts, exposure to the elements, dropping or chemical contamination.

If any defects or damage to the product is observed the unit should be discontinued from use immediately

and stored in such a way so that the equipment cannot be used. The manufacturer should then be

contacted to see if the item can be repaired of if it should be permanently removed from service.

If there is any doubt as to the integrity of a deadweight anchor or if any damage to the unit is observed, do

not use the equipment.

Do not use the equipment if is dirty or has come into contact with solvents, lubricants or other

contaminants. Deadweight anchors use friction to arrest a load. Do not use a deadweight anchor if you

feel this friction has been compromised in anyway.

Inspection records should be kept and made available to all persons using deadweight anchors.

If the deadweight anchor becomes heavily soiled it should be cleaned using a mild soap solution. It is

important that no abrasive cleaners are used which may damage the structural integrity of the deadweight

anchor. Every care should be taken to ensure identification labels remain intact and readable.

**Notes:** Connectors should be cleaned regularly (or after every use in a marine environment) with a mild noncaustic

solution (maximum temperature 40°C) and excess moisture should be removed with a clean cloth

before being allowed to dry naturally. Moving parts may be lubricated regularly with a light oil (3-in-1 oil or

similar), PTFE, silicone spray or graphite powder.

**2**

**Detailed inspections**

**Criticality:** Red **Frequency:** 3M **Skill Set:** Specialist

**Action:** These are the same as the pre-use checks carried out by a competent person at a set period. These

checks must be documented and the documents kept.

**Notes:**

**3**

**Interim inspections**

**Criticality:** Red **Frequency:** 0U **Skill Set:** Specialist

**Action:** These are additional detailed inspections. The need for and frequency of interim inspections will depend

on the use and the environment. Examples of situations where they may be appropriate include: arduous

working environments involving paints, chemicals, grit blasting operations and acidic or alkaline

environments. The results of interim inspections should be recorded and kept.

**Notes:**

**4**

**Dynamic, post suspension, static and deformation tests**

**Criticality:** Red **Frequency:** 0U **Skill Set:** Specialist

**Action:** Deadweight anchors should be tested in accordance with the procedure for testing set out in BS EN

795 and BS EN 364.

Prior to test, the equipment is installed as per the manufacturer’s instructions.

The deadweight anchors are then subjected to dynamic, post suspension, static and deformation tests to

ensure the product is of sufficient quality to satisfy the testing criteria.

When subject to this testing, deadweight anchors may deform or elongate within given parameters and still

be deemed fit for purpose. This is limited to a 10mm deformation in the direction of the load.

Deadweight anchors are also tested in wet conditions and are tested with salt spray to measure corrosion

resistance. These tests are designed to simulate real world conditions.

**81-07 Rope Climbing/Abseiling/Steeplejack - Connectors**

Date: 05 Sep 2018

Version: 3

Unit of Measure: Nr

**Summary**

**Frequencies Tasks**

**3M (Months)**

5 mins **2**

**0U (Unspecified) 1 3**

**Annual Timing 20 mins**

**Introduction**

Any maintenance carried out on the equipment should be in accordance with the manufacturers' recommendations.

The method statement and accompanying risk assessment should be read, understood and implemented during this task.

Connectors are openable components used to link other components together in a personal fall protection system, for example, to link a

lanyard to an anchor. There are two standards which connectors can be approved to, BS EN 362 (industrial – personal protective

equipment against falls from height) and BS EN 12275 (mountaineering equipment).

There are five classes of connector described in BS EN 362, which are suitable for use when working at height:

1. Basic connector - Class B. Self-closing connector intended to be used as a component

2. Multi-use connector - Class M. Basic or screw-link connector intended to be used as a component, which may be loaded in the major

and minor axis

3. Termination connector – Class T. Self-closing connector designed to allow fixing as an element of a sub-system in such a way that the

loading is in a predetermined direction

4. Anchor connector – Class A. Connector which closes automatically, designed to be linked directly to a specific type of anchor as a

component

5. Screwlink connector – Class Q. Connector which is closed by a screw-motion gate, which is a load bearing part of the connector when

fully screwed up, intended to be used only for long-term or permanent connections.

**Please refer to the overarching introduction (SFG 00-01) to make sure you are of the correct skill level as indicated within the**

**task schedule to carry out the described works. Ensure you have read and understood the manufacturer’s recommendations,**

**carried out risk assessment(s) on each item of plant to identify the correct frequency of maintenance, identified all safety**

**procedures that need to be applied and recorded in order to carry out the work in a safe and reliable manner.**

**Notes:**

All PPE associated with fall arrest systems needs regular inspections and re-certification in accordance with BS EN 365 Personal

Protective Equipment against falls from height – General requirements for instruction for use and marking. PPE must undergo regular

formal and informal inspection to monitor its' capabilities to perform the task for which it is intended.

No operative should use any third party’s safety equipment unless satisfied that it has received appropriate maintenance and inspection.

It is imperative to have accurate records, in the form of the health and safety file, for the history of equipment used in order that it can be

determined that the equipment is fit for purpose.

Competent Person for periodic examination - defined as "person who is knowledgeable of the current examination requirements,

recommendations and instructions issued by the manufacturer applicable to the relevant component, sub-system or system.

**Display Order Tasks**

**1 Pre-use inspections**

**Criticality:** Red **Frequency:** 0U **Skill Set:** Specialist

**Action:** Prior to each occasion used, the function of the connector should be checked. Pre-use checks should be

tactile and visual and the whole item should be subject to the check. A visual check should be undertaken

in good light and will normally take a few minutes and should be carried out fully in accordance with the

manufacturer's instructions for use.

Before a connector is used, hang the device to a suitable anchor point. Make sure it is hanging vertically.

Then carry out the following:

i) Check that the connector is free to move in the anticipated direction of load.

ii) Carry out a visual and tactile check. The connector should be free from burrs, cracks and marks.

Deformity, sharp edges and traces of corrosion should not be present.

iii) Check the function of the barrel. The barrel should be rotated, and should return to its original position

when released.

iv) Check the function of the gate. Operate the gate and check the alignment of the gate with the nose.

While the gate is open apply sideways pressure to check for excessive wear of the pin. Check the rivet

and sleeve are present and their condition.

v) Check the screw locking mechanism on screw locking connectors.

vi) Check the markings are legible.

**Notes:** Connectors should be cleaned regularly (or after every use in a marine environment) with a mild noncaustic

solution (maximum temperature 40°C) and excess moisture should be removed with a clean cloth

before being allowed to dry naturally.

Moving parts may be lubricated regularly with a light oil (3-in-1 oil or similar), PTFE, silicone spray or

graphite powder.

**2**

**Detailed inspections**

**Criticality:** Red **Frequency:** 3M **Skill Set:** Specialist

**Action:** These are formal, comprehensive inspections that should be carried out at suitable intervals based on an

assessment of the equipment type, frequency of use and environmental conditions.

BS EN 365 recommends detailed inspections at least every 12 months.

BS 8437 and INDG367 recommend intervals not exceeding 6 months, or 3 months where the equipment

is used in arduous conditions e.g. demolition, steel erection, scaffolding, steel masts or towers with sharp

edges.

A detailed inspection should also be carried out before first use and after circumstances have occurred

which are liable to jeopardise safety e.g. after the equipment has arrested a fall.

The results of the detailed inspection prior to first use, and subsequent detailed inspections should be

recorded. The record of inspection should be kept until the next inspection is recorded.

**Notes:**

**3**

**Interim inspections**

**Criticality:** Red **Frequency:** 0U **Skill Set:** Specialist

**Action:** These are additional to detailed inspections. Interim inspections will be required where the employer's risk

assessment has identified a risk that could result in significant deterioration, affecting the integrity of the

equipment before the next detailed inspection is due.

The need for and frequency of interim inspections will depend on the use and environment. Examples of

situations where they may be appropriate include: arduous working environments involving paints,

chemicals, grit blasting operations and acidic or alkaline environments.

The results of interim inspections should be recorded and the record of inspection kept until the next

inspection is recorded.

**84-23 Lifting Beams**

Date: 13 Feb 2019

Version: 4

Unit of Measure: Nr

**Summary**

**Frequencies Tasks**

**1D (Day)**

5 mins **1**

**6M (Months)**

40 mins **3**

**0U (Unspecified) 2**

**Annual Timing 1905 mins**

**Introduction**

1) Any maintenance carried out on the equipment should be in accordance with the manufacturers' recommendations.

2) The method statement and accompanying risk assessment should be read, understood and implemented during this task.

3) Make sure there is a safe system of works in place when undertaking this maintenance.

4) When preparing the content of the maintenance instructions the following elements shall be taken into account:

4.1) the specifications and the intended use of the installation (type of installation, performance, type of goods to be transported, type of

users, etc.);

4.2) the environment in which the installation and its components are installed (weather conditions, vandalism, etc.);

4.3) any restriction of use;

4.4) the result of the risk assessment for every working area and for every task to be undertaken;

4.5) the specific maintenance instructions provided by the manufacturer of safety components;

4.6) in case of components other than safety components, where maintenance is necessary, the maintenance instructions provided by

the manufacturer of these components.

**Please refer to the overarching introduction (SFG 00-01) to make sure you are of the correct skill level as indicated within the**

**task schedule to carry out the described works. Ensure you have read and understood the manufacturer’s recommendations,**

**carried out risk assessment(s) on each item of plant to identify the correct frequency of maintenance, identified all safety**

**procedures that need to be applied and recorded in order to carry out the work in a safe and reliable manner.**

**Notes:**

1) All persons who use lifting equipment and/or involved in lifting operations must be suitably trained to ensure they are competent to

carry out these tasks in a safe manner.

1.1) They must not organise, plan or carry out lifting operations which they are not trained to do.

1.2) The level of training will depend on the type of lifting operations they carry out and may require refresher training at suitable time

intervals.

1.3) Suitable records regarding training completed should be maintained and be easily referred to as required.

2) Always have lifting equipment thoroughly examined following ‘exceptional circumstances’ e.g. if it is damaged or fails, is out of use for

long periods or if there is a major change in how it is used which is likely to affect its integrity.

**Display Order Tasks**

**Pre-Use Inspection**

**1**

**Criticality:** Red **Frequency:** 1D **Skill Set:** Competent Person

**Action:** 1) Carry out the following visual inspections:

1.1) Checks as required by the manufacturer’s handbook.

1.2) Visually check the lifting beam for any damage including structural deformation, cracks or excessive

wear on any part.

1.3) Check for loose or missing guards, fasteners, covers, stops or nameplates.

1.4) All operating mechanisms and automatic hold-and-release mechanisms for maladjustments

interfering with operation.

1.5) Check that there are no obstructions in the path of travel of the equipment.

**Notes:**

**2**

**Frequent Inspections**

**Criticality:** Red **Frequency:** 0U **Skill Set:** Specialist

**Action:** 1) Under LOLER, lifting equipment may also need to be inspected at suitable intervals between thorough

examinations. This is usually where your risk assessment has identified a significant risk from the use of

the equipment.

2) The operator or other designated person should visually inspect each lifting device at the beginning of

each shift or prior to use, if it has not been in regular service.

3) When the equipment is in use, in addition to the checks recommended in the daily pre-use task, the

following checks as appropriate for the type of equipment should be carried out:

3.1) Structural deformation, cracks or excessive wear on any part.

3.2) Loose or missing guards, fasteners, covers, stops or nameplates.

3.3) All operating mechanisms and automatic hold-and-release mechanisms for maladjustments

interfering with operation.

4) The operator or designated person should carefully examine any deficiencies and determine whether

they constitute a hazard.

5) Deficiencies noted during the inspection should be corrected before the lifting device is used.

**Notes:** 1) If any of these conditions are found, remove the equipment from service and contact the equipment

custodian.

**3**

**Thorough Examination and Inspection**

**Criticality:** Red **Frequency:** 6M **Skill Set:** Specialist

**Action:** 1) Accessories for lifting must be thoroughly examined either at least every 6 months or in accordance

with an examination scheme.

2) The level of examination and the requirement for testing, is based on an assessment of risk and

determined by the competent person.

2.1) The competent person will determine the scope of the thorough examination and they may use a

number of sources to help them do this, such as industry guidance.

3) Prior to the thorough examination the lifting beam should be suitably cleaned in order that an effective

examination can be carried out.

4) Carry out the thorough examination of the lifting equipment. The critical areas requiring particular

attention are:

4.1) Visually checked for clear identification number.

4.2) Visually checked for clear marking of SWL.

4.3) Checked main body of beam is free from distortion, corrosion, cracks, gouges or wear.

4.4) Checked all welded connections are free from cracking or corrosion.

4.5) Checked that any bolted connections are free from corrosion and cracking and that all are secure

using the correct bolts.

4.6) Checked that any shackles fitted are free from distortion, nicks, gouges or wear.

4.7) Checked that all shackle pins are captivated preferably with a nut and pin arrangement.

4.8) Excessive wear of friction pads, linkages and other mechanical parts.

**Notes:** 1) If any of these conditions are found, remove the equipment from service and contact the equipment

custodian.

2) Provide comments on all of the items in this section in the service report.

3) Dated reports of each periodic inspection should be prepared. They should be kept on file and readily

available.

4) Lifting device service is defined as follows:

4.1) Normal – operation with various weights within the rated load limit or uniform loads less than 65

percent of rated load.

4.2) Heavy – operation within the rated load limit that exceeds normal service.

4.3) Severe – operation at normal or heavy service under abnormal operating conditions.

**81-04 Eyebolts used for Personal Fall Protection**

Date: 05 Sep 2018

Version: 3

Unit of Measure: Nr

**Summary**

**Frequencies Tasks**

**6M (Months)**

10 mins **2**

**12M (Months)**

10 mins **3**

**0U (Unspecified) 1**

**Annual Timing 30 mins**

**Introduction**

Any maintenance carried out on the equipment should be in accordance with the manufacturers' recommendations.

The method statement and accompanying risk assessment should be read, understood and implemented during this task.

This task schedule is intended to provide guidance on carrying out periodic examination on class A1 Anchor Devices to BS EN 795 in

accordance with the recommendations of BS 7883.

Class A1 anchor devices, often referred to as ‘eyebolts’ or ‘windows cleaners eyebolts’, comprise structural anchors designed to be

secured to vertical, horizontal and inclined surfaces e.g. walls, columns, lintels.

Most Class A1 anchors supplied in the UK consist of two elements: the ‘eyebolt’ and a ‘structural anchor’. The structural anchor is fixed

into the structure typically using resin. An expanding anchor can also be used as a structural anchor. They are supplied in two parts to

enable the eyebolt to be removed for inspection. They are generally used as single user attachment points but can be used for Rope

Access when used in pairs.

**NB:** If used for Rope access purposes - Lifting Operations and Lifting Equipment Regulations 1998 [LOLER] will apply.

**Please refer to the overarching introduction (SFG 00-01) to make sure you are of the correct skill level as indicated within the**

**task schedule to carry out the described works. Ensure you have read and understood the manufacturer’s recommendations,**

**carried out risk assessment(s) on each item of plant to identify the correct frequency of maintenance, identified all safety**

**procedures that need to be applied and recorded in order to carry out the work in a safe and reliable manner.**

**Notes:**

All PPE associated with fall arrest systems needs regular inspections and re-certification in accordance with BS EN 365 'Personal

Protective Equipment against falls from height – General requirements for instruction for use and marking'. PPE must undergo regular

formal and informal inspection to monitor its' capabilities to perform the task for which it is intended.

No operative should use any third party’s safety equipment unless satisfied that it has received appropriate maintenance and inspection.

It is imperative to have accurate records, in the form of the health and safety file, for the history of equipment used in order that it can be

determined that the equipment is fit for purpose.

Competent Person for periodic examination - defined as "person who is knowledgeable of the current examination requirements,

recommendations and instructions issued by the manufacturer applicable to the relevant component, sub-system or system.

**Display Order Tasks**

**1**

**Pre-use inspection**

**Criticality:** Red **Frequency:** 0U **Skill Set:** Specialist

**Action:** Prior to each occasion used, anchor devices should be visually inspected and checked manually, fully in

accordance with the manufacturer's instructions for use.

**Notes:**

**2**

**Periodic examination - Anchor device used for rope access purposes**

**Criticality:** Red **Frequency:** 6M **Skill Set:** Specialist

**Action:** Each anchor device should be subjected to a periodic examination in accordance with the manufacturer's

instructions. This periodic examination must be carried out by a competent person.

**For all installations:**

1. examine the eyebolt for correct marking, this depends on the date of installation and must be clear and

indelible.

2. check that the structural anchor is of an approved type and appropriate to the structure.

3. check that the anchor device is manufactured from materials suitable for the corrosion conditions e.g.

stainless steel if any part is external.

4. check, as far as possible that positioning requirements are met especially:

5. structure is sufficiently load bearing e.g. not in top of parapet wall or directly below a window.

6. anchor device can be accessed before the user is at risk.

7. edge distances are in accordance with manufacturer’s recommendations.

8. free fall distance and fall factor are the minimum practicable.

9. free space below the anchor device is sufficient. This distance may be more than expected see BS

8437.

10. examine surrounding structure for damage or cracks (before and after any load testing).

11. check that the eyebolt bears against the structure via a flexible washer.

12 for rope access uses check that two anchor devices are provided at suitable anchor spacings.

13. tag any anchor devices that should be withdrawn from service with a suitable tag or label.

**For anchor devices set into solid constructions:**

1. remove eyebolt and examine for wear corrosion and other defects.

2. replace the eyebolt and check correct thread engagement as eyebolt is replaced e.g. for an M12

coarse thread at least 10 full turns will give an engagement of 18mm, 12 will give 20mm.

3. apply new label with date for next examination.

4. test to 6kN. Installations made before October 2005 (when BS7883:2005 was published) should also

be tested to 6kN. Such installations should be capable of taking a load of 10kN so 6kN is not an overload.

Structural anchors which fail at loads between 5 and 6kN would have passed the post installation proof

test of 5kN and any subsequent examination to 5kN but the installation is still less good than should have

been achieved.

Structural anchors which fail at loads less than 5kN should not have been passed in the first place or at

subsequent testing unless there is a clear reason why the anchorage should have deteriorated in the

mean time.

**For anchor devices fixed through the structure:**

1. if this is the first examination by this examining body, a sample of 5% of the installations and at least 3

should be disassembled to check that they are made from the correct materials (e.g. stainless steel if any

part is external, but NOT a mixture of stainless for external components with galvanised for internal

components) and correctly assembled (e.g. adequate thread engagement). If satisfactory or if previously

checked by this examining body, then no further installations need be disassembled. If any aspect proves

to be unsatisfactory then all installations must be disassembled and checked.

2. re-assemble any satisfactory disassembled installations in accordance with the manufacturer’s

instructions.

3. examine all installations to ensure that the eyebolt cannot be unscrewed by hand and that there is

sufficient thread engagement through the nut. There should be no need to reapply a tightening torque.

4. if fixed through a solid structure carry out the 6kN load test.

5. if fixed through a cavity structure the anchor device should not be load tested.

6. apply new label with date for next examination.

Any anchor devices not regularly examined because they are not used on a regular basis should not be

used unless inspected within the previous 6 months.

On satisfactory completion of the examination the date for the next periodic examination should be shown

on a suitable label on or near the anchor device. Please see the BS standard for further details on how to

label the different types of anchor devices.

A report should be provided to the client/building owner detailing the examination and tests carried out and

the outcome. Anchor devices should be listed as suitable for continued use or those which are to be

withdrawn from service with details of the reasons why and any remedial work required. A warning against

misuse must be included plus the requirement for all anchor devices to be inspected on each occasion

prior to use.

**Notes:** It is recommended that the client /building owner be asked, before the examination is undertaken, to

provide a copy of the documentation provided by the original installer specifying the examination

requirements. This for instance will confirm if the requirements are those for a solid or a cavity

construction. If no such documentation is available the recommendations of BS7883 should be followed

for the type of installation/structure.

A check must be made before the examination to determine whether or not a through fixed installation has

been made, this will avoid problems with for instance through fixed components falling onto occupants of

the floor below if a floor fixed eyebolt is unscrewed on the assumption that it is set in a resin socket.

Should eyebolts not be tested by their due date they MUST be taken out of service and not used until they

have been re-certified.

**NB**: If used for Rope access purposes - Lifting Operations and Lifting Equipment Regulations 1998

[LOLER] will apply.

**3**

**Periodic examination - Anchor devices not used for rope access purposes**

**Criticality:** Red **Frequency:** 12M **Skill Set:** Specialist

**Action:** Each anchor device should be subjected to a periodic examination in accordance with the manufacturer's

instructions. This periodic examination must be carried out by a competent person.

**For all installations:**

1. examine the eyebolt for correct marking, this depends on the date of installation and must be clear and

indelible.

2. check that the structural anchor is of an approved type and appropriate to the structure.

3. check that the anchor device is manufactured from materials suitable for the corrosion conditions e.g.

stainless steel if any part is external.

4. check, as far as possible that positioning requirements are met especially:

5. structure is sufficiently load bearing e.g. not in top of parapet wall or directly below a window.

6. anchor device can be accessed before the user is at risk.

7. edge distances are in accordance with manufacturer’s recommendations.

8. free fall distance and fall factor are the minimum practicable.

9. free space below the anchor device is sufficient. This distance may be more than expected see BS

8437.

10. examine surrounding structure for damage or cracks (before and after any load testing).

11. check that the eyebolt bears against the structure via a flexible washer.

12. for rope access uses check that two anchor devices are provided at suitable anchor spacings.

13. tag any anchor devices that should be withdrawn from service with a suitable tag or label.

**For anchor devices set into solid constructions:**

1. remove eyebolt and examine for wear corrosion and other defects.

2. replace the eyebolt and check correct thread engagement as eyebolt is replaced e.g. for an M12

coarse thread at least 10 full turns will give an engagement of 18mm, 12 will give 20mm.

3. apply new label with date for next examination.

4. test to 6kN. Installations made before October 2005 (when BS7883:2005 was published) should also

be tested to 6kN. Such installations should be capable of taking a load of 10kN so 6kN is not an overload.

Structural anchors which fail at loads between 5 and 6kN would have passed the post installation proof

test of 5kN and any subsequent examination to 5kN but the installation is still less good than should have

been achieved.

Structural anchors which fail at loads less than 5kN should not have been passed in the first place or at

subsequent testing unless there is a clear reason why the anchorage should have deteriorated in the

mean time.

**For anchor devices fixed through the structure:**

1. if this is the first examination by this examining body a sample of 5% of the installations and at least 3

should be disassembled to check that they are made from the correct materials (e.g. stainless steel if any

part is external, but NOT a mixture of stainless for external components with galvanised for internal

components) and correctly assembled (e.g. adequate thread engagement). If satisfactory or if previously

checked by this examining body, then no further installations need be disassembled. If any aspect proves

to be unsatisfactory then all installations must be disassembled and checked.

2. re-assemble any satisfactory disassembled installations in accordance with the manufacturer’s

instructions.

3. examine all installations to ensure that the eyebolt cannot be unscrewed by hand and that there is

sufficient thread engagement through the nut. There should be no need to reapply a tightening torque.

4. if fixed through a solid structure carry out the 6kN load test.

5. if fixed through a cavity structure the anchor device should not be load tested.

6. apply new label with date for next examination.

Any anchor devices not regularly examined because they are not used on a regular basis should not be

used unless inspected within the previous 12 months.

On satisfactory completion of the examination the date for the next periodic examination should be shown

on a suitable label on or near the anchor device. Please see the BS standard for further details on how to

label the different types of anchor devices.

A report should be provided to the client/building owner detailing the examination and tests carried out and

the outcome. Anchor devices should be listed as suitable for continued use or those which are to be

withdrawn from service with details of the reasons why and any remedial work required. A warning against

misuse must be included plus the requirement for all anchor devices to be inspected on each occasion

prior to use.

**Notes:** It is recommended that the client /building owner be asked, before the examination is undertaken, to

provide a copy of the documentation provided by the original installer specifying the examination

requirements. This for instance will confirm if the requirements are those for a solid or a cavity

construction. If no such documentation is available, the recommendations of BS7883 should be followed

for the type of installation / structure.

A check must be made before the examination to determine whether or not a through fixed installation has

been made, this will avoid problems with for instance through fixed components falling onto occupants of

the floor below if a floor fixed eyebolt is unscrewed on the assumption that it is set in a resin socket.

Should eyebolts not be tested by their due date they MUST be taken out of service and not used until they

have been re-certified.

Note the subcontractor will only be responsible for the areas marked for a specialist, weekly and monthlies for example marked for competent will not be required. This may change after award.

Please note site visits are not possible at this stage.

## Reporting

The Subcontractor will supply maintenance reports within 5 working days of the completed task which will include but not limited to: Assessment of asset, recommendations for lifecycle/upgrade, safety observations, all in line with the requirements of SFG20.

A monthly report will be supplied and will include for example:

**Maintenance site by site** – This will detail PPM performance on SLA’s met, those missed and detailing the reasons why.

**Reactive** – This will detail SLA’s that have been met or not

**Capital planner/lifecycle** (If applicable) – This will detail assets that are aged, obsolete or due for repair and should be considered for a replacement referencing CIPSE guide M & SFG20.

**Quotes raised and outstanding**- All reactive works that have been quoted including raised, in process and completed

The Subcontractor will supply reactive reports within 24 hours of the response which will include but not limited to: Assessment of asset, recommendations for lifecycle/upgrade, safety observations, timeline for materials and timeline for repair all in line with the requirements of SFG20. Reports/costs for repairs and remedials will be submitted to the below:

SEHMCTS.UK@ENGIE.COM - South East Scheduling inbox

LDNHMCTS.UK@ENGIE.COM - London Scheduling inbox

MIDHMCTS.UK@ENGIE.COM - Midlands Scheduling inbox

SWHMCTS.UK@ENGIE.COM - South West and Wales Scheduling inbox

NEHMCTS.UK@ENGIE.COM - North East Scheduling inbox

NWHMCTS.UK@ENGIE.COM - North West Scheduling inbox

## Reactive Services

The subcontractor will be able to commit to the below reactive requirements (prices to be submitted via pricing document):



Reports/costs for repairs and remedials will be submitted to the below:

SEHMCTS.UK@ENGIE.COM - South East Scheduling inbox

LDNHMCTS.UK@ENGIE.COM - London Scheduling inbox

MIDHMCTS.UK@ENGIE.COM - Midlands Scheduling inbox

SWHMCTS.UK@ENGIE.COM - South West and Wales Scheduling inbox

NEHMCTS.UK@ENGIE.COM - North East Scheduling inbox

NWHMCTS.UK@ENGIE.COM - North West Scheduling inbox

## Invoicing

The subcontractor will support the contract in providing reports on maintenance visits as well reactive reports: reason for call out, mitigation, costs etc. On the anniversary of each year of the contract the subcontractor will submit a conditional survey for the assets that they maintain, this may also be known as Lifecycle survey, which will include budgetary costs to replace.

Invoicing: The subcontractor will for both maintenance and reactive services provide service sheets with each invoice. This will ensure payment and reduce any delays. Reactive orders will be broken down between labour, materials and working height to ensure transparency.

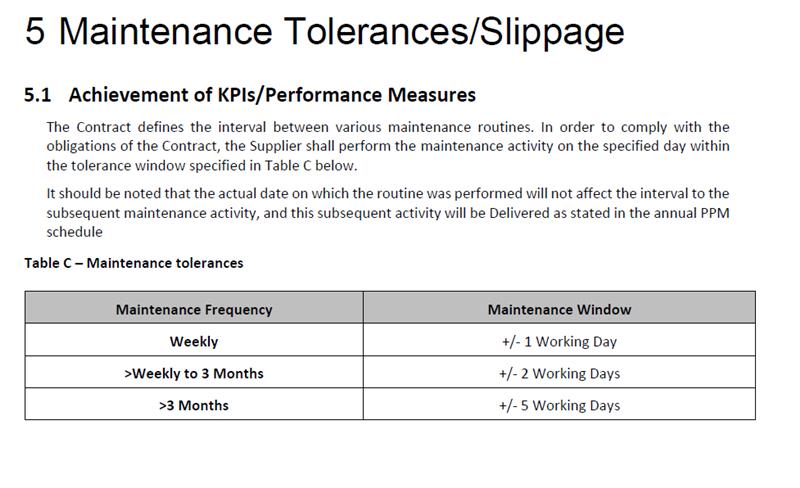
All invoices must be submitted to [invoicesubmission.uk@engie.com](mailto:invoicesubmission.uk@engie.com)

## Contract Length and Pricing

The contract length will be for 2 years + 1, subject to a one-year trial period of the services. The pricing requirements will be as per the asset list.

Reactive rates must be included.

## PPM Tolerances



## Basis of Award

This tender is part of ENGIE Services Ltd strategic sourcing initiative to reduce the total cost of ownership, product complexity while improving or maintaining quality, service and delivery. We are seeking supplier(s) who understand our technical requirements and collaborative relationships with ENGIE Urban Energy and can assist us in improving quality, service, delivery and cost reduction through innovation and expert account management to support our Client base.

As such, we will be considering the following factors in our decision to progress through the process steps and to award the business.

1. Price – Competitive Offering
2. Technical – Product, Quality to meet the output specification
3. SHEQ – Supporting ENGIE Zero Harm
4. Sustainability, Energy Efficiency and Carbon Reduction

Please note that the criteria are not ranked by importance/priority.

***Please be aware that the lowest price bidder does not automatically become the winning bidder***

## Confidentiality

All information contained in this RFP package is confidential and may not be disclosed, published or advertised in any manner without written authorisation from ENGIE. All RFP documents remain the property of ENGIE; all suppliers are requested to return to ENGIE or destroy these documents upon ENGIE request.

Contractors who do not honour these confidentiality provisions will be excluded from participating in future ENGIE supply opportunities and ENGIE may commence legal proceedings for any damages incurred.

All the information provided by the bidders will be kept confidentially, and it will not be revealed to other bidders, whether it is before or after the attribution of the contract.

## Legally Binding Quotes

Bids submitted through the sourcing process are legally valid quotations without qualification and subject to unconditional acceptance by ENGIE Services Ltd until award notifications are issued. Each bid submitted by a supplier shall constitute an offer to supply in accordance with this RFP.

## 

## Effective date of pricing

Prices are held from date of submission of this RFP for 60 days.