

Appendix 2 – Asset management

Asset registration process

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

Please complete the form below to add, edit or remove items requiring Statutory Inspection

Requestors please complete text fields in BLUE and forward to Karen Condon
 SHE Group please complete text fields in GREEN and forward to
 please complete text fields in RED & return to Karen Condon (STFC)

On registration with SHE Group will issue reference numbers to Requestor to be marked on items, and where applicable, supply 'inspection due date' month & year marker tags

Requestor Name :
Date :
 STFC Site - RAL

Asset Type

LOLER

Request type
Addition
Modification
Removal

Liaison Officer	Item Type	Asset Number	Asset Location	Product Type	Description	Serial Number	SWL	Frequency	Inspection Month	Manufacturer	Registered date
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-

Please send a copy of Declaration of conformity / test certificate to Karen Condon – SHE Group
 Liaison Officer may be advised to requestor by SHE Group if required / requested

Appendix 2 – Asset management

Asset Type

Pressure

Request type

- Addition
- Modification
- Removal

Liaison Officer	Item Type	Asset Number	Asset Location	Product Type	Description	Serial Number	Working Pressure	Thorough Examination	Working Examination	Manufacturer	Written Scheme Number	Registered date
	-	-		-				-	-			-
	-	-		-				-	-			-
	-	-		-				-	-			-
	-	-		-				-	-			-
	-	-		-				-	-			-

Please send copy of Written Scheme to Karen Condon – SHE Group

Asset Type

LEV

Request type

- Addition
- Modification
- Removal

Liaison Officer	Item Type	Asset Number	Asset Location	Product Type	Description	Serial Number	Frequency	Inspection month	Manufacturer	Commissioning flow / face velocity	Registered date
	-	-		-				-		-	-
	-	-		-				-		-	-
	-	-		-				-		-	-
	-	-		-				-		-	-
	-	-		-				-		-	-

Please send copy of Commissioning report / design specification to Karen Condon – SHE Group

Appendix 2 – Asset management

Asset code allocation

Statutory Inspection codes

RLC	Chains, slings & Kuplex Rings (Master Link)	
RLE	Eyebolts	
RLF	Polyester & Fibre slings	
RLJ	A frame hoists, jib cranes, MEWPS, Cherry pickers & Chain hoists	
RLK	FLT, Pallet trucks & Lift tables	
RLL	Passenger & goods lifts	
RLM	Portable jib cranes & mobile cranes	
RLR	Runway beams	
RLO	Overhead electric cranes	
RLP	Manual chain blocks	
RCS	Shackles	
RLI	Trolleys for runway beams	
RLW	Wire rope slings, Tifor ropes	
RLX	Lifting beams, attachments, brackets, tugs, super clamps, rigging screws	
RLEV	LEV (Local extract ventilation)	
RLH	Fall arrest harnesses, work positioning lanyards, carabiners etc.	
RLY	Air / oil receivers / Dewars / pressure systems	

Codes are allocated to asset type as prefix 3 letters space 4 numerals including prefix zeros

For example

Eyebolts

RLE 0099

RLE 0100

RLE 0101

Appendix 2 – Asset management

Next Inspection due marking system

	Inspection	2018						2019					
		July	August	September	October	November	December	January	February	March	April	May	June
6 month inspection	Cable	2019						2019					
	Marker	January	February	March	April	May	June	July	August	September	October	November	December
12 month inspection	Cable	2019						2020					
	Marker	July	August	September	October	November	December	January	February	March	April	May	June
	Inspection	2019						2020					
		July	August	September	October	November	December	January	February	March	April	May	June
6 month inspection	Cable	2020						2020					
	Marker	January	February	March	April	May	June	July	August	September	October	November	December
12 month inspection	Cable	2020						2021					
	Marker	July	August	September	October	November	December	January	February	March	April	May	June
	Inspection	2020						2021					
		July	August	September	October	November	December	January	February	March	April	May	June
6 month inspection	Cable	2021						2021					
	Marker	January	February	March	April	May	June	July	August	September	October	November	December
12 month inspection	Cable	2021						2022					
	Marker	July	August	September	October	November	December	January	February	March	April	May	June
	Inspection	2021						2022					
		July	August	September	October	November	December	January	February	March	April	May	June
6 month inspection	Cable	2022						2022					
	Marker	January	February	March	April	May	June	July	August	September	October	November	December
12 month inspection	Cable	2022						2023					
	Marker	July	August	September	October	November	December	January	February	March	April	May	June

Year and month of inspection

Read down for next inspection due dates (6 month)

12 month

Appendix 2 – Asset management

Asset inspection due and status tagging



Next Inspection Due date marker allocated for passed assets.

Failed asset tag for items to be scrapped.

Observation tag for items requiring repair, or timed defect. This tag is used in conjunction with Next Inspection Due tags.

All tags are free issue (assembled) at inspection period