



**Scottish  
Ambulance  
Service**  
*Taking Care to the Patient*



## **HS 045 – Lifting Equipment Policy Version 1.0**

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## 1. Policy Statement

1.1 Scottish Ambulance Service (The Service) recognises its duty under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and will ensure that all such equipment used for the lifting and lowering of patients, vehicles or loads are maintained, tested and examined in accordance with statutory requirements.

1.2 The Service attaches great importance to the health safety and wellbeing of its staff and pays particular attention to the establishment of a safe system of work in connection with the provision of lifting equipment and its uses. This policy must be read in conjunction with HS 021 Equipment Maintenance and Inspection Policy and all appropriate risk assessments and safe systems of work.

## 2. Applicable Legislation

2.1.1 Health and Safety at Work etc, Act 1974

2.1.2 Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

2.1.3 The Provision and Use of Work Equipment Regulations 1998 (PUWER)

2.1.4 The Supply of Machinery (Safety) (Amendment) Regulations 2008

2.1.5 The Management of Health and Safety at Work Regulations 1998

2.1.6 The Personal Protective Equipment Regulations 1992

2.1.7 Construction, Design Management Regulations 2007 ( and as amended 2015)

## 3 Definitions

- i. "Competent and Authorised Person" means someone with adequate practical and theoretical knowledge and experience of planning lifting operations e.g. Allianz, RA Cox or equivalent.
- ii. "Competent Person" means someone with appropriate practical and theoretical knowledge and experience of lifting equipment to enable them to carry out a thorough examination which will detect defects or weaknesses and assess their importance in relation to the safety and continued use of the lifting equipment.
- iii. "Duty Holder" means the employer supplying the equipment and responsible for the maintenance thereof and all information training and instruction in its use.
- iv. "Enforcing Authority" means the Health and Safety Executive.
- v. "Inspection" means a check to identify whether any defects which could affect the safety of lifting equipment are present.
- vi. "Lifting Equipment" means work equipment used for lifting or lowering loads e.g. passenger lifts, vehicle lifts, cranes, lifting attachments/accessories, trolley jacks, vehicle tail lifts, vehicle recovery equipment, and mobile access equipment.

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- vii. “Lifting Accessories” means e.g. slings, shackles, eye bolts etc
- viii. “Lifting Attachments” means e.g. lifting beams, jibs.
- ix. “Lifting Operation” means an operation concerned with the lifting or lowering of a load.
- x. “Load Handler” means a person who has the necessary competence to select suitable lifting accessories. (This person must have received adequate information instruction and practical experience on the principles of selection, use, care and maintenance of lifting accessories including any limitations on use).
- xi. “Thorough Examination” means an examination to detect defects or weaknesses and to assess their importance in relation to the safety and continued use of the lifting equipment.
- xii. “Safe Working Load” is a value or set of values based on the strength and /or stability of the equipment when lifting. It is the maximum load that the equipment may safely lift (cranes and lifting attachments) or actual capacity of the equipment (e.g. fork lift trucks).

#### 4 Scope

4.1 The scope of this policy is service wide and applies to all members of staff employed/working within Scottish Ambulance Service and covers all lifting equipment owned, borrowed and hired by the service.

4.2 It does not cover patient moving and handling operations as these are covered by the Service Manual Handling Policy.

#### 5 Roles and Responsibilities

**5.1 Chief Executive** - is the duty holder and responsible to the Scottish Ambulance Service Board for the effective implementation of the Lifting Equipment Policy.

**5.2 Head of Estates and Estates Department** – are responsible for

- i. Ensuring that adequate, legal and auditable systems are in place for the management of contractors and that they meet the legal and organizational requirements of the service.
- ii. Ensuring lifting equipment is thoroughly examined by a competent person before use unless a current EC declaration of conformity is obtained
- iii. Undertaking initial inspections of lifting equipment prior to use ensuring correct installation where there is a significant risk to staff.

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- iv. Appointing competent persons to undertake regular planned preventative maintenance of the lifting equipment
- v. Ensuring lifting equipment is regularly maintained by competent persons in accordance with an agreed schedule and records of examinations are kept for audit purposes
- vi. Ensure regular planned preventative maintenance has been arranged with competent persons between through examinations at agreed intervals, following manufacturer's instructions.
- vii. Taking appropriate action to rectify defects which have been identified in Planned, Preventative ,maintenance reports
- viii. Ensuring that all enclosed lifts have been manufactured and installed in accordance with the Lift Regulations 1997 and have current declaration of conformity.
- ix. Ensuring that In the case of passenger or large good lifts, although there may be limited opportunities to influence design, but if a new lift is planned, consideration should is given to the surface area of the floor relative to the requirements.
- x. Ensuring that load capacity of all passenger lifts is assessed, displayed and complied with. Particular care should be taken during major alterations.
- xi. Ensuring that passenger lifts are equipped with an alarm, intercom or auto dial system (for use in an emergency and also with emergency lighting).

### 5.3 General Manager Fleet Services will

- i. Ensure lifting equipment is thoroughly examined by a competent person at agreed intervals with records kept for audit purposes.
- ii. Ensure any recommendations arising as a result of a thorough examination or any issues identified as part of the planned preventative maintenance are addressed within a reasonable timescale to ensure the item is either repaired or replaced.
- iii. Retain any CE declarations of conformity obtained and initial thorough examination reports until they cease using the equipment. Documents should be retained for a minimum of 10 years.
- iv. Ensure that a 'shut down' process is implemented should any item be recommended to be withdrawn from service or has exceeded statutory examination window.
- v. Ensure that a process is in place to provide information, instruction and training on the piece of equipment e.g. hoists.
- vi. Ensure all staff have read and understood the relevant Safe Systems of work.
- vii. Ensure a process is in place to confirm pre-use checks of equipment have been undertaken with records kept for audit purposes.

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- viii. Ensure information on centre of gravity is provided for all vehicles to be lifted on a 2 post hoist.
- ix. Ensure appropriate hazard warning signage is erected at each location.
- x. Ensure a suitable process is in place to report any problems, defects, concerns or potential hazards staff should encounter during either pre- use checks, or working with the equipment.
- xi. Ensure that processes are in place to secure vehicles on vehicle lifts (e.g. by the provision and use of wheel chocks)
- xii. Ensure that all lifting operations have been appropriately planned and approved

**5.4 Head of Health and Safety will:**

- i. Ensure that adequate and suitable risk assessments have been carried out on all lifting equipment and that safe systems of work are implemented so as to reduce the risks to health and safety so far as is reasonably practicable.
- ii. Ensure a suitable audit and inspection process is in place to confirm compliance with LOLER - e.g. through examinations, planned preventative maintenance, suitable information, instructions, training and supervision, items marked with SWL etc.
- iii. Ensure a suitable reporting system is in place for the reporting of any incidents (e.g. DATIX).

**5.5 Operational Directors (National and Regional) will:**

- i. Ensure that any lifting equipment (other than vehicle hoist and tail lifts) in their area of responsibility is identified and the Regional Health and Safety Officers are aware of the equipment and intended use.
- ii. Ensure lifting equipment is thoroughly examined by a competent person at agreed intervals with records kept for audit purposes.
- iii. Ensure any recommendations arising as a result of a thorough examination or any issues identified as part of the planned preventative maintenance are addressed within a reasonable timescale to ensure the item is either repaired or replaced.
- iv. Ensure that a 'shut down' process is implemented should any item be recommended to be withdrawn from service, or has exceeded statutory examination window.
- v. Ensure that a process is in place to provide information, instruction and training on the piece of equipment e.g. hoists.
- vi. Ensure all staff have read and understood the relevant Safe Systems of Work.
- vii. Ensure a process is in place to confirm pre use checks of equipment have been undertaken with records kept for audit purposes.

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- viii. Ensure a suitable process is in place to report any problems, defects, concerns or potential hazards staff should encounter during either pre use checks, or working with the equipment.

### **5.6 All Staff will**

- i. Ensure you take reasonable care of yourself and others who may be affected by your activity
- ii. Ensure you read and understand the Safe system of work and any information or instruction given in relation to LOLER
- iii. Ensure you attend any training deemed necessary for your role
- iv. Ensure lifting equipment is used in accordance with manufacturer's instructions
- v. Ensure you report any problems, defects, concerns or potential hazards you encounter with any lifting equipment to your line manager as soon as possible
- vi. Ensure all incidents are reported using the Service reporting system DATIX
- vii. Ensure you carry out a pre use check and record for audit purposes that you have checked all equipment and associated consumables in accordance with information, training and instructions received.
- viii. Ensure you do not knowingly, wilfully, or recklessly use lifting equipment that is faulty, has been prohibited for use or is being used in a manner other than its intended purpose.
- ix. Ensure that all vehicles are secure on vehicle hoists (e.g. by the provision and use of wheel chocks)

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## **1.0 Key requirements of LOLER**

### **1.1 Suitability of Lifting Equipment**

Regulation 4 of LOLER requires the service to ensure lifting equipment is suitable for the purpose for which it is used or provided. By selecting the correct lifting equipment for particular tasks and process it is possible to eliminate or reduce many risks to the health and safety of staff in the workplace. A suitable selection process therefore must be used and should include Health and Safety Department input in the process.

### **1.2 Strength and Stability**

Regulation 4 of LOLER requires that lifting equipment be sufficiently strong, stable and suitable for the proposed use, with an appropriate factor of safety against failure built in. Similarly the load and anything attached to it must be suitable and of adequate strength. Any assessment should take account of the combination of forces the lifting equipment may be subjected to (including accessories) to ensure that the equipment has enough strength for the load. If there is significant risk of the equipment being overloaded or overturning, equipment should be fitted with warning equipment. Lifting accessories must be stored in conditions that do not lead to damage or deterioration.

### **1.3 Lifting Equipment used for lifting persons**

1.3.1 Regulation 5 of LOLER requires the service to ensure that lifting equipment for lifting persons does not present a risk of crushing or trapping, nor must people be at risk of falling from the equipment or being struck by it. The equipment must have suitable devices to prevent persons falling and that any person who is trapped is not exposed to danger and a reliable means of rescue is available.

1.3.2 The lifting or lowering of persons or equipment which is not specifically designed for that purpose should not be undertaken.

### **1.4 Positioning and Installation**

Regulation 6 of LOLER requires that lifting equipment must be positioned or installed to as low as reasonably practicable the risk of the equipment or load striking people, of the risk of the load drifting, falling freely or being released unintentionally. If in the event of a power failure, appropriate measures must be in place to prevent persons being exposed to consequential risks. Whenever possible loads should not be carried or suspended over areas occupied by persons, and when this is not practicable, a safe system of work must be drawn up to minimise the risk.

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## 1.5 Marking of Lifting Equipment

1.5.1 Regulation 7 of LOLER requires lifting machinery and any associated accessories to be marked with their Safe Working Load (SWL). Where it is not practicable to mark the equipment itself (e.g. ropes/slings, karabiners, strops, harnesses), a coding system should be used to provide the user with the SWL (e.g. colour coding label). This also applies where the SWL is dependent upon varying configurations.

1.5.2 Any carrier of persons should also display the maximum number of persons to be carried in addition to the SWL. Where a significant hazard arises from the use of lifting equipment, appropriate equipment or devices such as rated capacity indicators/limiters should be provided.

1.5.3 A means of identification can also be used to identify inspection or test dates. If the lifting equipment is partially /occasionally dismantled and parts could become separated from the lifting equipment, the equipment should be marked to indicate the equipment is part of.

1.5.4 Lifts are generally not designed to be used in a fire situation, although there can be exceptions. Where this is the case, signs should be clearly displayed at each level indicating 'Caution – in the event of fire do not use this lift' or similar working with a pictogram.

1.5.5 Some lifts, particularly small lifts such as dumb waiters, are not intended for passenger use. Where this is the case, a sign should be displayed indicating that it is forbidden for persons to ride in the lift. The sign should be visible at each level and often this can be achieved by displaying in the lift car.

1.5.6 All signs should meet current standards as set out within Health and Safety (Safety Signs and Signals) Regulations 1996.

## 1.6 Organisation of Lifting Operations

Regulation 8 of LOLER requires the service to ensure that every lifting operation (including lowering of loads) is:

- i. Properly planned by a competent person i.e. person has adequate practical and theoretical knowledge and experience of lifting operations. The plan must address identified risks, resources required, procedures and responsibilities. Etc
- ii. Appropriately supervised
- iii. Carried out in a safe manner i.e. have a safe system of work, method statement and risk assessment
- iv. Be undertaken by staff that have received appropriate and sufficient information, instruction training and supervision so that they are able to ensure the lifting equipment is safe to use and used safely.

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- v. Be carried out by a person that is competent and authorised to use the equipment that has sufficient knowledge to judge whether the equipment is likely
- vi. Only to be carried out where there is sufficient headroom
- vii. For routine operations e.g. raising or lowering a vehicle on a trolley jack, an initial plan including risk assessment may only be required once, however it should be regularly reviewed to ensure that all hazards remain valid.

## 1.7 Thorough Examination and Inspection

1.7.1 Regulation 9 of LOLER requires the service to ensure that lifting equipment is thoroughly examined and inspected by a competent person, who should be someone with appropriate practical and theoretical knowledge and experience of the particular lifting equipment and have an element of independence and impartiality. The risks arising from failure will determine how thorough the examination needs to be. Through examination may be needed at several points in the life of the equipment

### 1.7.2 Prior to Use

1.7.2.1 Before any lifting equipment is used for the first time, a thorough examination must be carried out by a competent person unless there is physical evidence available to show that it is safe to use. This would include if the equipment:

1.7.2.2 Has been used before and there is documentation drawn up within the 12 months prior to its first use, and initial test certificate in the form of an EC declaration of conformity or

1.7.2.3 Has been obtained from another organisation (e.g. hired or borrowed) and is accompanied with evidence that the necessary thorough examination has been carried out, (a copy of the latest test certificate is provided)

1.7.2.4 This evidence or the competent persons examination report must be kept until the service ceases to use the lifting equipment, or in the case of accessories for 2 years.

1.7.2.5 Additionally a thorough examination is required after substantial or significant modification or repair. This covers installation in a new location or a reconfiguration.

### 1.7.3 Periodic examinations once equipment is in service

Lifting equipment must be thoroughly examined at intervals specified within LOLER or shorter intervals if the competent person considers this appropriate, or in accordance with the intervals specified in the examination scheme for the equipment. (See Appendix 1 – Information sheet – Routine Inspection, test and examination)

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#### **1.7.4 After Adverse Incidents**

1.7.4.1 Lifting equipment must also be inspected by a competent person after any incident or circumstances which may have adversely affected the safety or integrity of the equipment, e.g. involvement in an accident or dangerous occurrence or after long periods out of use.

#### **1.7.5 Inspection of lifting equipment by a competent person**

1.7.5.1 It is a requirement of LOLER that all those departments within the Service who are responsible for LOLER items of equipment make them available for regular inspection and implement any recommendations made by the competent person appointed by the Estates Department.

#### **1.7.6 Reports and Defects**

1.7.6.1 Regulation 10 of LOLER requires the competent person making a thorough examination to:

- i. Notify any dangerous defects to the service ASAP
- ii. Report in writing is to be made as soon as is practicable (a) to the Service and (b) to any person from whom the equipment has been hired or leased
- iii. Where the defect involves an existing or imminent risk of serious personal injury, a copy of the report must be sent as soon as practicable to the Health and Safety Executive (HSE);
- iv. The service must ensure that the lifting equipment is not used before the defect is remedied, or after a time specified in the report

1.7.6.2 Note: defective lifting equipment must not be used until such defects have been rectified, unless a competent person indicates a timescale for the action to be taken; the latter is for defects that do not immediately endanger staff but might do so in the near future. Such defective equipment must be either locked off to prevent use, appropriate signage used and all users informed of prohibition, or removed from the workplace to secure location to prevent use, appropriately signed and all users informed not to use.

1.7.6.3 All repairs/replacements must be appropriately documented for audit purposes.

1.7.6.4 In addition to the inspection stipulated by the competent person, Managers must:

- i. Ensure pre use checks are completed before the lifting equipment is used by the operator during each working day or the beginning of the shift
- ii. Make regular checks to ensure that examinations and inspections are carried out
- iii. Arrange for any repairs/defects to be actioned

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1.7.6.5 Any item of lifting equipment being used without a valid report of a thorough examination or is out of date then use of such equipment and the activity must be suspended immediately. Reports of thorough examination should be readily available on site.

## 2 Training

2.1 All persons who are to use lifting equipment as part of their work activities need to be trained in the correct use of the equipment. This includes understanding of the correct jacking points on vehicles and understanding their centre of gravity.

2.2 Training records should detail the date and content of the course and the names of those that attended, and be readily available for audit purposes.

## 3 Emergencies

3.1 Potential emergencies should be identified and planned for. For example, it is foreseeable that a lift may malfunction and must be ensured that service support arrangements include response times which suit operational and safety requirements.

3.2 The release of trapped persons from passengers' lifts can easily be carried out by trained in house staff that have undergone a simple training session delivered by the lift maintenance company; alternatively it may be possible to have in place a contractual support arrangement which provides release in a timely manner. However it must be ensured that the actual speed of response can meet safety requirements, for example the users of the lift may be likely to panic in the event of being trapped and this arrangement may not be appropriate.

3.3 **The release of trapped persons underneath a hoist should be considered and may involve having a contractual agreement with the Scottish Fire and Rescue Service or may involve training in the use of airbags in emergency situations?**

3.4 It must be ensured that lift alarms, intercoms and auto dial systems operate effectively, thorough regular checks. It must be ensured that a suitable response is likely to be initiated, for example by checking that the bell can be heard, and that staff who hear it know what to do and in the case of intercoms, being clear about where the call will be received and checking the likely response. New lifts are often fitted with intercoms to the suppliers control room and it should be decided if this is appropriate to the particular circumstances.

3.5 Certain failures and incidents of collapsing of lifting equipment are categorised as Dangerous Occurrences with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Further Information on the requirements for reporting should be sought from your H&S Team.

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#### 4.0 Performance standards and record keeping

Performance standard	Responsibility	Frequency minimum	Records required
Contract in place with qualified competent persons for planned preventative maintenance and repairs	Estates Department	Annual review	Yes
Ensure that required testing and thorough examinations have been carried out and all reports are up to date and logged.	Fleet/ H&S Team	Annual review	Yes
Ensure maintenance requirements have been carried out and recorded.	Estates Department/ Fleet/ H&S	As required	Yes
Appoint competent person(s) who have received the necessary information, instruction and training to carry out pre-use inspections of applicable equipment. Review and re-fresh training where necessary.	Fleet Managers	As required On-going	Yes Yes
Ensure appropriate pre-user checks are carried out by a competent person before equipment is used and ensure records are kept for audit purposes.	Fleet Manager/	On-going	Yes
Carry out contractor competence checks.	Estates Department	Annually	Yes

## Appendix 1 Information Sheet

### Performance Standard & Record Keeping on Routine Inspection, Tests & Examination

<b>Equipment</b>	<b>Inspection</b>	<b>Testing followed by examinations</b>  <b>By qualified authority/testing centre</b>	<b>Examination only</b>  <b>By qualified authority/ approved testing centre</b>	<b>Records required</b>
Fibre Ropes	Pre-use	Not required	Every 6 months	Yes
Wire Ropes	Pre-use	Before first use	Every 6 months	Yes
Chains Lifting Gear	Pre-use	Before first use and after lengthening, alteration or repair by welding	Every 6 months	Yes
Passenger lifts	Monthly	After installation and thereafter	Every 6 months	Yes
Garage vehicle lifts/hoists	Pre-use		Every 6 months	Yes
Jacks & other lifting gear. Lifting attachments and accessories.	Pre-use	Before first use	Every 12 months	Yes

