**A Hettle Andrews Checklist:**

**Repair and Maintenance**

* Establish a suitable procedure for the selection of plant and equipment which is fit for purpose
* establish a full inventory/asset register of all plant and equipment

**Disclaimer**

These example forms, checklists and model policies are provided by Hettle Andrews for general guidance on matters of interest. In making these documents available to a general and diverse audience it is not possible to anticipate the requirements or the hazards of any subscriber’s business. Users are therefore advised to carefully evaluate the contents and adapt the forms and checklists to suit the requirements of each situation. Hettle Andrews does not accept any liability whatsoever for injury, damage or other losses which may arise from reliance on this information and the use of these documents.

Copyright of these documents remains with Hettle Andrews and whilst subscribers are permitted to make use of them for their own purposes, permission is not granted for resale of the intellectual property to third parties.

* determine the plant and equipment which is required by law to have statutory inspections including:
  + passenger lifts
  + goods lifts
  + fire precautions
  + water cooling towers
  + suspended access equipment
  + eye bolts and other fall arrest equipment
  + pressure systems
  + mobile elevated work platforms (MEWPs)
  + smoke extract and ventilation systems
  + local exhaust ventilation
  + fork lift trucks
  + compressors
  + rubbish compactors
  + stair lifts/access platforms
  + PPE and RPE
  + fleet vehicles
  + gas appliances
* identify all plant and equipment which requires planned preventative maintenance
* establish your breakdown maintenance arrangements based on your risk assessment and all foreseeable risks
* establish frequency and cope of user/operator checks and inspections
* make sure that you provide maintenance contractors and engineers with details of any hazardous substances or materials they may come into contact with, such as asbestos or chemicals used in production processes
* ensure that you have considered maintenance contractors and engineers access to all parts of the premises in your risk assessments including access to confined spaces and work at height, work over or near water or adjacent to moving machinery
* establish shut down and lock out procedures for maintenance on moving machinery
* identify your workplace maintenance regimes, including general cleaning and any areas such as food preparation areas which require thorough cleaning and hygiene regimes
* prepare a diary planner, detailing all planned preventative maintenance regimes through the year
* consider the routine inspections necessary to ensure that the plant and equipment remains operational and safe for use at all material times
* establish your record keeping
* ensure that you recognise the business impact of any plant and equipment failures.