


HSM 3.3.1 Statutory Inspections		 Edinburgh Napier UNIVERSITY Property & Facilities Department
Last update 25/2/21	Prepared by: A Denny	
Issue Number: 1	Authorised by: S Groat	

Statutory Inspections

Purpose

To ensure that all items of plant and equipment that require to be inspected/tested for statutory compliance, safety or quality reasons are: identified, inspected by a competent body, monitored to ensure compliance and maintained to the required standard

Scope

Plant and equipment across the ENU Estate (Campuses, accommodation & ancillary facilities) subject to:

- The Lifting Operations & Lifting Equipment Regulations 1998 (LOLER)
- The Pressure Systems Safety Regulations 2000 (PSSR)
- The Provision and Use of Work Equipment regulations 1998 (PUWER)
- The Electricity at Work Regulations 1989 (EAWR)
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)


Such plant and equipment must undergo regular (period set by legislation) Thorough Examination and inspection by a designated Competent Person, normally appointed by the Insurer.

In addition, certain systems under the PSSR also require a Written Scheme of Examination.

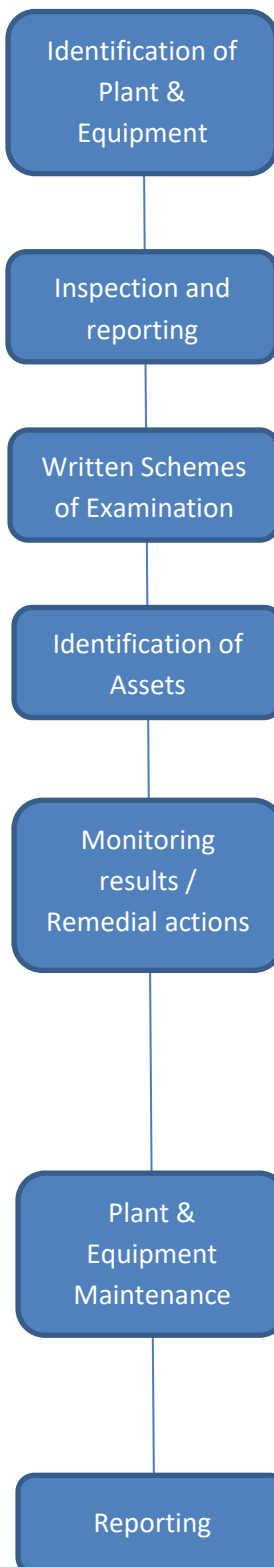
ENU Policies for inspection & maintenance must also be followed.

Responsibility

- The Finance Department are responsible for arranging insurance cover, negotiating and liaising with ENU insurers
- The insurers are responsible for providing Competent Persons to undertake Statutory Inspections, creating Written Schemes of Examination to the appropriate legal requirement against the ENU Asset Register and provide reports and advise on any actions required
- The P&F Department are responsible for ensuring ENU Assets contained in the Asset Register and are subject to Statutory Inspection are inspected and maintained to legislative standards
- The M&E Services Manager is responsible for maintaining the Statutory Inspection Asset Register on the Planon management system, filing inspection reports and actioning non-conformances and ongoing status reports
- The M&E Services Manager will write to each Dean / Director of School annually and request a confirmation of the School's assets. Any amendments will be made to the register and the Insurers informed
- Deans of Schools / Directors of Services have day to day maintenance responsibility for Plant & Equipment within their areas. They must ensure that the Assets within their department are contained in the Asset Register on Planon
- ENU purchasing and individual Schools are responsible for informing the M&E Services Manager / P&F Help Desk of any new plant and equipment purchased, leased or brought into their department that may be subject to Statutory Inspection.
- P&F Department are responsible for central plant systems, lifts, LEV system and boiler/plant rooms
- Individual schools and departments are responsible for the service and maintenance of their own plant and equipment

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Procedure



Identification of plant & equipment: an asset register of all items of plant and equipment subject to Statutory Inspection should be maintained by the P&F Department. This should consist of the asset description, individual marking plate / reference, position, age (if known), inspection frequency, inspection status and any outstanding issues. The register should be audited annually to ensure accuracy

Inspection regime: a timetable for inspections will be agreed between ENU and the Insurers covering all inspection items at the beginning of each year. Only designated Competent Persons may carry out inspections

Written Schemes of Examination: where required by legislation, Written Schemes will be created by the Competent Person and a copy held on Planon

Identification of Assets: individual assets will be uniquely identified with a suitable marking system, identifiable on Planon and to the Competent Person carrying out the inspections. Any assets identified during an inspection must be highlighted to the M&E Services Manager


Monitoring results / remedial actions: reports received from the Competent Persons via the Insurer, normally electronically, must be reviewed on receipt to identify any issues. Defects will be confirmed in writing by the inspector with a required repair timetable. If a defect is classified as a dangerous, the equipment must be immediately taken out of use (or destroyed) and not used until rectified. Completed remedial actions must be recorded.

Note: the Competent Person is also required to inform the Enforcing Authority (HSE) of any dangerous failures, which may result with an HSE visit

Plant & equipment maintenance: in addition to Statutory Inspections, plant & equipment also requires regular maintenance, either by competent internal technicians or external contractor. Maintenance reports may require to be seen by the Competent Person during examination.


Plant and equipment subject to the Gas Safety (Installation & Use) Regulations 1998 (GSUIR) must be inspected annually by a Gas Safe registered engineer

Reporting: the M&E Services Manager will produce a monthly status report of examinations completed and actions outstanding. Any actions required will be agreed by the Asset owner, ENU insurance, P&F and H&S

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Associated Documents

Title	Associated Documents	Version	Held	Review / Retention
3.3.1 Statutory Inspections	BES Inspection Risk Assessments / SOPs	current	HSM 3.3.1	As updated
	BES Plant Schedule	7/1/20	HSM 3.3.1	As updated
	ENU Plant & Equipment Asset Register	current	Planon	As updated

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Guide to the Statutory Inspections of Equipment, Machinery & Pressure Systems:

Statutory Inspection:	Legally required inspection of specific types of Plant / Equipment, on a regular basis (e.g. 6-monthly Thorough Examination of Passenger Lifts; 14-monthly Inspection of LEV)
Written Scheme of Examination	Legally required document under the Pressure Systems Regulations 2000 containing information about plant or equipment forming a pressure system (ref. HSE guidance INDG178)
Assets:	For the purposes of this document, <i>Assets</i> refers only to ENU Plant or Equipment which requires a Statutory Safety Inspection
Fixed Assets:	Assets which are part of the fabric of the building, or otherwise immovable (e.g. Boilers; Lifts; Local Exhaust Ventilation)
Moveable Assets:	Assets which can be moved / used in different locations / are not part of the building (e.g. Harnesses; Slings; Mobile Fume Extractors)
PlanOn Database	The central Asset Management software used to retain records & plan inspections. Managed by the P&F Dept.

Example Asset:	Location:	Type:	Legislation:	Responsibilities	
				School / Department	P & F
Boiler & Associated Plant	Sighthill Campus Plant Room	Fixed Asset	Pressure Systems Safety Regulations 2000 (PSSR)	<ul style="list-style-type: none"> P&F 	<ul style="list-style-type: none"> Organise Inspection Maintain PlanOn Records
Local Exhaust Ventilation	Merchiston Campus Woodworking Room	Fixed Asset	The Provision and Use of Work Equipment Regulations 1998 (PUWER)	<ul style="list-style-type: none"> Inform P&F of any replacement; change of specification; etc. 	<ul style="list-style-type: none"> Organise Inspection Maintain PlanOn Records
1T Lifting Sling	Merchiston Campus Woodworking Dept.	Moveable Asset	Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)	<ul style="list-style-type: none"> Inform P&F when purchased Inform P&F if removed from service Organise Inspection Forward all inspection documentation to P&F 	<ul style="list-style-type: none"> Maintain PlanOn Records
Forklift Truck	Seven Hills	Moveable Asset	Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)	<ul style="list-style-type: none"> Inform P&F when purchased Inform P&F if removed from service Organise Inspection Forward all inspection documentation to P&F 	<ul style="list-style-type: none"> Maintain PlanOn Records