

# INSPECTION AND TESTING

## Section 1: Purpose

The purpose of this procedure is to provide a formal method of ensuring all programmed inspections and tests are carried out in an effective manner.

## Section 2: Scope

This procedure applies to all USSL operations, employees and associated service providers whilst working on behalf of the company either at their nominated work location or in some circumstances whilst working at other locations such as Remote works, Client locations, Home etc.

## Section 3: Legal and Other Requirements

The following requirements (Legal and Other) are relevant to this procedure:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations
- The (Construction) Design and Management Regulations
- Provision and Use of Work Equipment Regulations
- Lifting Operations and Lifting Equipment Regulations
- USSL Operating and Company Procedures
- Clients Procedures where relevant

## Section 4: Definitions

Manager – The person responsible for the day to day management of business, contract or department

Hazard – Anything with the potential to cause harm (e.g. Physical Hazards, Biological Hazards, Chemical Hazards, Workplace Hazards).

Risk – The likelihood for the hazard to cause Harm

Safe System of Work - An agreed laid out procedure identifying hazards and risk controls that must be implemented.

Reasonably Practicable – The balance between the overall risk and associated costs to control those risks.

## Section 5: Procedure

The Company will agree a schedule of inspections and tests with the Client, as contractually required, to suit the project program.

The Company will maintain all inspection, measuring and test equipment in a state of calibration and records of this shall be maintained by the Operations Manager. The equipment is entered onto the company Vehicle and Plant log and a plant/machine file is opened. The equipment will have a reference number showing unique identification. The operations manager is responsible for maintaining a master calibration schedule and for ensuring that inspection measuring and test equipment is maintained in a state of calibration.

Details of the calibrated plant are issued to individuals; each individual completes a plant check sheet and returns the completed sheet to head office.

On completion of use the item is returned to the operations manager who amends the documentation and returns the item to stock. The operations manager or nominated deputy arrange to have the item visually inspected and where necessary cleaned. Where a calibration label cannot be identified the operations manager or nominated deputy will make arrangements to have the item recertified.

Items requiring calibration are held on the company's IT system, 28 days before the due calibration date the operations manager or nominated deputy informs the relevant Line Manager/ Team the item must be returned to Head Office for inspection / testing, the Plant Department makes arrangements for a replacement item to be sent to site.

## Section 6: Documentation

All inspection and test certificates, including those witnessed and approved by the Client or his agent as part of the contract conditions, will be maintained in the project file by the manager of the project/site. These certificates shall include the identification of test equipment used so that traceability to instrumentation is assured

## Section 7: Equipment Suitability

The manager of the project/site is responsible for ensuring that test equipment to be used is suitable for the task and that staff carrying out the tests are experienced in its use. The manager of the project/site is responsible for the safe and secure storage of all measurement and test equipment while in their charge.

The inspection and test status of completed works shall be noted in the contract file. The manager of the project/site will keep an up to date record of inspections and tests which highlights the status of each section of completed or part completed work approved by the Client.

## Section 8: Product Testing

Testing of completed installations are carried out as per the Clients / Technical Specification. A log of the tests undertaken and the results of the required tests is to be kept by the manager of the project/site.

Should the test not meet the requirements of the Specification the manager of the project/site should complete the following:

- Log any non-conformances into the IN Log
- Write to the supplier requesting a report on the load in question

## Section 9: Document History

October 2016 Initial Draft

February 2019 new branding