Schedule A

Categorisation of Structures for Professional Structural Appraisal Purposes

1. Professional structural appraisals or surveys of MOD buildings or assets required in Combined Schedule B and C are to be carried out if they conform to one of the physical categories listed below. The period between professional structural appraisals, shall be five years, unless required otherwise to accord with safety, statutory, mandatory and client requirements, manufacturer's recommendations or good engineering practice for individual assets or parts of an asset. These appraisals must be carried out in accordance with structural engineering practice. The categories are listed below:

a. Assets where there is a statutory requirement for professional structural surveys.

b. Buildings with clear spans in excess of 12 metres.

c. Buildings above 3 storeys in height.

d. Buildings with a known history of structural problems (e.g. subsidence, heave, high alumina cement and asbestos).

e. Sensitive buildings (e.g. telephone exchanges, computer buildings, explosive storehouses).

f. Buildings which are normally open to the public (e.g. museums).

g. Assets indicating the need for a professional appraisal during their simpler task 584 technical inspection.

2. New buildings should be incorporated into the inspection regime at a convenient time no sooner than 2 years and no later than 3 years after the end of the maintenance period.

ITEM DESCRIPTION	TASK No	TASK	LEAD REF	INSPECTION STATUS	FREQUENCY	REMARKS	LOCAL RISK ASSESSMENT REF	BY	*Check against Sched B or C in 005 is 003?*
BOILER PLANT MAINTENANCE	18	Arrange thorough examination and report by a competent person.	The Pressure Systems Safety Regulations:2000 L122	S	1Y	Thorough examination by competent person (CP) - Independent Inspection. See also TB 00/09 and INDG261		ISP(A)	***B***
PROCEDURES TO CONTROL LEGIONELLOSIS	23	Arrange for risk assessments to be carried out to identify and assess the risk of Legionellosis.	COSHH 2002 H&SE ACOP L8:2000 PI 37/2004 H&SWN 02/13	S	1Y	Review annually or following significant alteration to system/remedial work. Update if required any notification under the Cooling Tower & Evaporative Condenser Regulations 1992. See also 'A Guide for Employers - IAC 27 (Rev 2)		ISP(A)	***B***
REFRIGERATION INSTALLATIONS	38.1	Carry out/review/update refrigerant replacement programme in the light of any changes in legislation.	EC 2037/2000	S	1-Y	Compliance with Montreal Protocol & EEC legislation See DTI Booklet: Refrigeration and Air Conditioning CFC & HCFC Phase Out		ISP(A)	***B***
HOISTS & LIFTS INCLUDING ELECTRIC LIFTS, HYDRAULIC LIFTS AND PASSENGER ESCALATORS	49	Arrange competent person's inspection.	Factories Act, as superseded by LOLER, 1998 L113	S	6M	Independent Inspection. LOLER Regs 1998, BS5655, PM45 BS 7255:2001 COP for Safe Working on Lifts		ISP(A)	***B***
INDUSTRIAL & HANGAR DOORS - WHEN REQUIRED BY STATUTORY REGS. THIS INSPECTION ONLY APPLIES TO DOORS HAVING ROPE/CHAIN SUSPENSION &/OR COUNTERBALANCING SYSTEMS (CP INSPECTION ONLY)	51	Arrange competent person's inspection	PUWER Regulations 1998, LOLER 1998 L113 TB 99/30	S	1Y (Falklands and Ascension Islands) 6M elsewhere	Doors, Cranes & Runways ISP(A) Specialist Maintenance Contractor to be available for repairs at the time of inspection. INDEPENDENT INSPECTIONS To be co-ordinated with Electrical Inspections and Tests.		ISP(A)	***B***
OVERHEAD TRAVELLING AND GANTRY CRANES AND OTHER LIFTING MACHINES	53	Arrange competent person's inspection: inspect moving parts, rails etc.	LOLER 1998, L113 BS 7121 PM 55	S	Frequency in accordance with applicable regulations	As remarks for Task 51		ISP(A)	***B***
CHAINS, ROPES AND LIFTING TACKLE INCLUDING PORTABLE PULLEY BLOCKS & LEVER HOISTS	55	Arrange competent person's inspection.	PM54, LOLER, 1998 L113	S	6M	Independent inspection. Co-ordinate with task 56. As remarks for Task 51		ISP(A)	***B***
POWER OPERATED WINDOW CLEANING TROLLEYS AND CABLES	59	Arrange competent person's inspection & load test	BS 6037, PUWER Regulations, 1998 LOLER, 1998, L113	S	6M	Independent inspection. Co-ordinate with task 59 where advantageous. As remarks for Task 51 Classed as 'lifting persons' therefore LOLER Reg 9.3a(I) applies.		ISP(A)	***B***
CATERING EQUIPMENT	63	Arrange for risk assessment to be carried out on catering equipment. Ensure that health & safety policy is reviewed & updated.	PUWER Regulations,-1998, HS(G)35, HS(G)55	S	1Y-2Y	Subsequent frequency of review (Minimum interval between reviews 1 year maximum 2 years) determined by initial risk assessment. (See also MoD Def Catering Group Publications)		ISP(A)	***B***
HV/LV SWITCH GEAR	108	Power system analysis, check grading, fault levels, equipment suitability	Electricity Supply Regulations/Electricity Act, BS 6423 TB 99/17	M	5Y or following network modification	Validation check by ISP(A). Where serious shortcomings are found, the ISP(A) is to bring them to the attention of the FM, recommending that an order be raised for an independent inspection and possible regrading study by a Specialist consultant.		ISP(A)	***B***

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FUME CUPBOARDS	218	Carry out risk assessment & update if necessary. Carry out competent persons inspection.	COSHH 2002 BS EN 61083-1 BS 7258	S	Frequency determined by risk assessment (select from 3m, 6m & 1Y)	BS 7528. Risk Assessment to determine maintenance requirement and frequency.		ISP(A)	***B***
MICROBIOLOGICAL SAFETY CABINETS	218.1	Carry out risk assessment jointly with user and update if necessary. Check that competent person's inspection is carried out.	COSHH 2002, BS EN 12469:2000 BS 5726	S	To be determined by risk assessment (select from 6m & 1Y)	Risk assessment to determine inspection & maintenance requirement & frequencies. User to decontaminate & prepare cabinet before inspection, maintenance or overhaul.		ISP(A)	***B***
LOCAL EXHAUST VENTILATION SYSTEMS (TO COSHH REQUIREMENTS)	220	Carry out Risk Assessment and update if necessary. Carry out Competent Person's Inspection	HS(G)37 AND HS(G)54, COSHH 2002	S	Initially, for ALL new or altered installations. Inspections / reviews thereafter, frequency Determined by Risk Assessment (Select from 3m, 6m, or 12m)	Initial Risk assessment to be carried out at installation or following alterations, under COSHH Regulations 2002, to determine the requirement and frequencies for maintenance and inspection. Risk Assessment to determine maintenance requirement & frequencies User to decontaminate & prepare cabinet before inspection, maintenance or overhaul		ISP(A)	***B***
COLD ROOM SAFETY	237.1	Carry out/review risk assessment on cold room safety	HASAWA TB 96/28	M	1Y-2Y	Subsequent frequency of review determined by initial risk assessment.		ISP(A)	***B***

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CONTROL OF ASBESTOS *(see also appended Flow Chart)*	237.2		HASAWA The Control of Asbestos at Work Regulations : 2002 HSG 227 DE Publication 'The Management of Asbestos Containing Materials on the Defence Estate'. JSP 375. DMG 16 (The Management of Asbestos Containing Materials on the Defence Estate 2nd Edition) (NB. DMG currently being updated in line with ACOP-e.g. Drilling of holes in ACMs)	S	See Remarks Column	It is the CO/HOE's duty to carry out a Type 1 survey of the establishment and compile an Asbestos Management Plan (AMP) in accordance with ACOP L27 & L28. The Initial requirement is to inspect for asbestos containing materials (ACMs) at periods determined by risk assessment. ISP(A) may be tasked to assist with this work and the following: Compile a written survey plan and sampling strategy. Undertake Bulk Sampling/Analysis/Recording/Labelling/ Priority Planning, by competent specialist.		ISP(A)	***B***
		a. Prepare/review/maintain the asbestos register. Advise on any remedial action required. b. Provide the Building Custodian with a copy of the relevant sections of the Asbestos Register for inclusion in the AMP. c. Provide Information for Emergency Services.				Prepare/maintain the asbestos register by carrying out risk based assessment, frequency may vary, but cannot exceed 12 months. Details forwarded to FM for inclusion in AMP. Monitoring ongoing requirement/Review 6 monthly and when there is a change in building custodian(s). Initial requirement. Review Annually.			
PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1992 (This task is under review in August 1999)	237.3	Prepare/review risk assessment to comply with the Regulations. Advise on any control measures & remedial work required.	PUWER Regulations,1998	S	Initially prepared, reviewed annually or more frequently, As required.	Applies to all new machinery & in part to existing plant equipment & machinery		ISP(A)	***B***
PRESSURE SYSTEMS SAFETY REGULATIONS 2000	240	Pressure systems - prepare a written scheme of examination, carry out examination and maintain records.	The Pressure Systems Safety Regulations:2000 L122	S	As required by written scheme.	To be prepared and examined by a competent person.		ISP(A)	***B***
TRANSPORTABLE PRESSURE VESSELS REGULATIONS 2001	242	Transportable gas containers - prepare a written scheme of examination, Carry out examinations and maintain records.	Transportable Pressure Vessels Regulations 2001 JSP 317 JSP319	S	As required by written scheme.	To be prepared and examined by a Competent Person.		ISP(A)	***B***

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TRANSMISSION LINES (Wooden and Metal Support Structures)	248	Visual inspection from a safe distance to determine general condition of: a. Conductors b. Insulators c. Support structure & equipment mounted thereon. d. Earthing Arrangements		M	2Y-5Y	Frequency to be determined following Risk Assessment by EWC. Keep records of inspection and remedial action plans.		ISP(A)	***B***
BULK STORAGE FOR HIGHLY FLAMMABLE LIQUIDS OR AVIATION FUELS, TRANSFER FACILITIES, FUEL HYDRANTS, PACKED POL STORAGE AND PACKED DANGEROUS GOODS STORAGE	249	Professional Safety Inspection and Certification. Including: Audit of Safe Systems of Work, Permit to Work Systems. Audit check on Maintenance & Maintenance Records	JSP 375 PG 01/09 JSP 317 JSP 319	M	Frequencies subject to risk assessment on the Establishment.	For requirement for 3 yearly Professional inspections liaise with DE Petroleum Specialist, who will if necessary, arrange for the inspection to be carried out.		ISP(A) CAE AE CAP	***B***
BULK PETROLEUM INSTALLATIONS (MAJOR AIRFIELD INSTALLATIONS WITH AVIATION FUELS)	249.3	Professional Specialist Inspection of facilities, Technical and Safety Audit of ISP(A) Records and Safety Inspection	JSP 375 JSP317	M	3Y	For requirement for 3 yearly Professional inspections liaise with DE Petroleum Specialist, who will if necessary, arrange for the inspection to be carried out.		ISP(A)/ DE Independent Specialist Consultant	***B***
PROTECTION OF WATER SOURCES	503	Inspect Gathering Grounds & Reservoirs	TICE 148, Private Water Supplies Regulations, 1991	S	3M			Independent Env. Health Specialist	***B***
PROTECTION OF WATER SOURCES	504	Inspect Spring / Surface Sources	TICE 148, Private Water Supplies Regulations, 1991	S	3M & 1M			Independent Env. Health Specialist	***B***
PROTECTION OF WATER SOURCES	505	Inspect Bore Hole and Well Pumping Facilities	TICE 148, Private Water Supplies Regulations, 1991	S	3M			Independent Env. Health Specialist via ISP(A)	***B***
WATER TREATMENT FACILITY	507	Sampling, analysis and monitoring of raw and treated water	Private Water Supply Regulations, 1991, TICE 148	M	Various minimum requirements			ISP(A)	***B***
WATER TREATMENT FACILITY	508	Operational Records Inspection.	Private Water Supply Regulations, 1991, TICE 148	M	3M			ISP(A)	***B***
WATER TREATMENT FACILITY	509	Technical Inspection	Private Water Supply Regulations, 1991, TICE 148	S	1Y	To include a full risk assessment under HASAWA, OLA and other Legislation		ISP(A)	***B***
WATER TREATMENT FACILITY	510	Professional Appraisal	Private Water Supply Regulations, 1991, TICE 148	S	2Y			Independent Env. Health Specialist via ISP(A)	***B***
EXTERNAL BULK WATER STORAGE TANK AND WATER TOWERS	511	Technical Inspection	TICE 43	M	1Y	To include a full risk assessment under HASAWA, OLA and other Legislation		ISP(A)	***B***
CULVERTS	522	Professional Inspection & Appraisal	BD 63/94 DETR Design Manual for Roads & Bridges)	M	5Y			ISP(A)	***B***

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CULVERTS	522.1	Technical Inspection	BD 63/94 DETR Design Manual for Roads & Bridges)	M	2Y			ISP(A)	***B***
UNDERGROUND STRUCTURES	522.2	Technical Inspection	HASAWA Occupiers Liability Act (OLA)	S	2Y			ISP(A)	***B***
BRIDGES (INCLUDING MILITARY)	522.3	General Inspection	BD 63/94 DETR Design Manual for Roads & Bridges)	M	2Y			ISP(A)	***B***
FIRE PRECAUTIONS	523	Assist Defence Fire Service with Survey	Crown Fire Standards	M	As Required	To assist DFS with survey		ISP(A)	***B***
FIRE HYDRANTS AND RISING MAINS	524	Inspection & Test	TB 02/06 Crown Fire Standards, BS 5306 BS 750 BS 3251	M	1Y			ISP(A)	***B***
FIRE HYDRANTS AND RISING MAINS	524.1	Combined Flow & Pressure Test	TB 02/06 Crown Fire Standards, BS 5306	M	2Y			ISP(A)	***B***
RANGES	528	Technical Inspection	Range Handbook	M	2Y			ISP(A)	***B***
ASSAULT COURSE	528.1	Technical Inspection		M	1Y			ISP(A)	***B***
CORROSION PROTECTION EQUIPMENT	529	Inspect & Test	BS7361, Part 1, 1991	M	1Y			ISP(A)	***B***
MASTS, TOWERS, FLAGPOLES AND STATUES	530	Technical Inspection	PG 10/08	M	24 months for towers. 12 months for guyed masts	Use (DE) Form R8, Issue condition certificate for climbable structures. Only trained climbers or riggers may ascend.		ISP(A)	***B***
MASTS, TOWERS, FLAGPOLES AND STATUES	531	Professional Appraisal	PG 09/08	M	See 'Remarks' column	Includes checking of existing, or providing new where none exist, structural calculations for masts and climbable structures. Frequencies: <u>New Structures</u> As part of the procurement process and prior to handover. <u>Existing Structures</u> 1) where insufficient records for a structure are available. 2) prior to a proposed change of use of the structure (such as a new item of equipment) 3) following an incident in which significant damage or structural distress has been noted by a competent person. 4) by referral following a Technical Inspection see PG 10/08		ISP(A)	***B***
LARGE PANEL SYSTEM BUILDINGS	534	Professional Appraisal	HASAWA Occupiers Liability Act (OLA)	S	5Y			ISP(A)	***B***
AIREY, UNITY, CLASP, AND OTHER SPECIALISED / PREFABRICATED HOUSING AND BUILDINGS OUTLINED IN SCHEDULE "A"	537	Professional Appraisal	Technical Information & Guidance (various) HASAWA Occupiers Liability Act (OLA)	S	5Y			ISP(A)	***B***

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HELICOPTER & FIXED WING TIE - DOWN BASES	539	Proof Test of Tie - Down Points	TICE 106	M	3Y			ISP(A) Suitably Qualified Independent Engineer	***B***
RAILWAY & CRANE TRACKS	544	Technical (Defect) Inspection	DMG 09 TB 01/33 Railways (Safety Case) (Amendment) Regulations 2003	S	Various, as defined in TB 01/33			ISP(A) Suitably Qualified Independent Engineer	***B***
RAILWAY & CRANE TRACKS	545	Technical Inspection & Report	DMG 09 TB 01/33 Railways (Safety Case) (Amendment) Regulations 2003	S	Various, as defined in TB 01/33			ISP(A) Suitably Qualified Independent Engineer	***B***
MOBILE CRANES	546	Insurance Inspection	LOLER, 1998 L113	S	6M			ISP(A) Suitably Qualified Independent Engineer	***B***
CONDITION OF ASBESTOS	549	Lagging (M&E) Inspection	Control of Asbestos at Work Regulations:2002 TB 97/31 TB 97/35 DMG 16 L27&28	S	1Y	Includes updating Asbestos Register Entries See also HSE HSG 227 Managing Asbestos in Premises. Retest for presence of asbestos prior to stripping operations.		ISP(A)	***B***
CONDITION OF ASBESTOS	550	All other Asbestos	Control of Asbestos at Work Regulations:2002 TB 97/31 TB 97/35 DMG 16 L27&28	S	2Y	Includes updating Asbestos Register Entries See also HSE HSG 227 Managing Asbestos in Premises. Retest for presence of asbestos prior to stripping operations.		ISP(A)	***B***
ROADS, HARDSTANDINGS, PAVED AREAS, FOOTPATHS AND ASSOCIATED ITEMS (INCLUDING STREET FURNITURE AND LIGHTING)	553	Technical Inspection	Local Government Association COP for Maintenance Management 2001	M	Frequencies dependant on Local Risk Assessment 2Y Max	Local Government Association, 'Highways Maintenance - Delivery of Best Value in Highways Maintenance. Code of Practice for Maintenance Management 2001' ISBN 090293337X. Inspections and frequencies to be locally determined by risk assessment.		ISP(A)	***B***
NON-DOMESTIC EFFLUENT TREATMENT FACILITIES	562	Technical Inspection	Water Resources Act 1991, TICE 18	S	1Y			ISP(A)	***B***
NON-DOMESTIC EFFLUENT TREATMENT FACILITIES	563	Professional Inspection & Appraisal	Water Resources Act 1991, TICE 18	S	4Y	To monitor operational performance of treatment facilities. In accordance with Location Specific Consent To Discharge		ISP(A) Specialist	***B***
SURFACE WATER DISCHARGES	565	Maintaining Register of Polluting Discharges	Water Resources Act, 1991	S	Continuous			ISP(A)	***B***
WATER CONSUMPTION	566	Monitoring, Reporting and Leak Detection	TB 97/19	S	6m (max)			ISP(A) Consultant	***B***
SEWAGE TREATMENT WORKS	568	Technical Inspection		M	1Y			ISP(A)	***B***

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SEWAGE TREATMENT WORKS	569	Professional Inspection & Appraisal	Water Resources Act 1991, TICE 18	S	4Y	Professional Appraisal to review loading and capacity of works as well as physical condition To include a full risk assessment under HASAWA, OLA and other Legislation		ISP(A) Specialist	***B***
SURFACE WATER DISCHARGES	581	Discharge Sampling, Laboratory Analysis and Reporting	Water Resources Act, 1991	S	6M			Independent Env. Health Specialist	***B***
BUILDINGS (NOT LISTED ELSEWHERE FOR PROFESSIONAL APPRAISALS)	582	Professional Appraisal	HASAWA Occupiers Liability Act (OLA)	S	5Y	See Schedule A		ISP(A) Suitably Qualified Independent Engineer or Specialist	***B***
NAVIGATION MARKS	586	Technical Inspection		M	Dependent on site based risk assessment			ISP(A)	***B***
ASSETS (NOT LISTED ELSEWHERE FOR PROFESSIONAL APPRAISALS)	583	Professional Appraisal	HASAWA Occupiers Liability Act (OLA)	S	5Y	See Schedule A		ISP(A) Suitably Qualified Independent Engineer or Specialist	***B***
BUILDINGS (NOT LISTED ELSEWHERE FOR TECHNICAL INSPECTIONS)	584	Technical Inspections	HASAWA Occupiers Liability Act (OLA)	S	2Y	To include a full risk assessment of buildings under HASAWA, OLA and other Legislation		ISP(A) Suitably Qualified Engineer/ Technician	***B***
ASSETS (NOT LISTED ELSEWHERE FOR TECHNICAL INSPECTIONS)	585	Technical Inspections	HASAWA Occupiers Liability Act (OLA)	S	2Y	To include a full risk assessment under HASAWA, OLA and other Legislation		ISP(A) Suitably Qualified Engineer/ Technician	***B***
FIRE PROTECTION SYSTEMS	802.1	Inspect & Test Sprinkler System.	TB 02/06 Crown Fire Standards BS 5306	S	Various, as defined in Crown Fire Standards	Performed by ISP(A) if no Defence Fire service on site.		ISP(A)	***B***
FIRE PROTECTION SYSTEMS	803.1	Inspect & Test Wall Mounted Hosereel Installations	TB 02/06 Crown Fire Standards BS 5306 BS EN 671 DEF Stan 42/31	S	Various, as defined in Crown Fire Standards	Performed by ISP(A) if no Defence Fire service on site.		ISP(A)	***B***
BOILER PLANT OPERATION (excludes automatically controlled, un-pressurised, LTHW and MTHW boilers below 150kW rated output)	1	Observe flue for smoke. Record and report any breaches of the clean air act 1968	Clean Air Act: 1993	S	D+EV			ISP(A)	***C***
BOILER PLANT OPERATION (excludes automatically controlled, un-pressurised, LTHW and MTHW boilers below 150kW rated output)	2	Inspect and check water gauge operation	PM5 1989	S	2xD + EV	Steam boilers only See also SAFed-PSG2		ISP(A)	***C***

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BOILER PLANT OPERATION (excludes automatically controlled, un-pressurised, LTHW and MTHW boilers below 150kW rated output)	3	Inspect and check water level control	PM5 1989	S	2xD + EV	For steam boilers see also SAFed-PSG2 For hot water boilers see also SAFed-PSG3		ISP(A)	***C***
BOILER PLANT OPERATION (excludes automatically controlled, un-pressurised, LTHW and MTHW boilers below 150kW rated output)	4	Test, check and record water quality and treatment	PM5 1989	M	D+W	Boiler water & feed water For steam boilers see also SAFed-PSG2 For hot water boilers see also SAFed-PSG3		ISP(A)	***C***
BOILER PLANT OPERATION (excludes automatically controlled, un-pressurised, LTHW and MTHW boilers below 150kW rated output)	5	Test, check and record water quality and treatment	PM5 1989	M	D+W	Hot water boilers only. System Water & feed Water See also SAFed-PSG3		ISP(A)	***C***
BOILER PLANT OPERATION (excludes automatically controlled, un-pressurised, LTHW and MTHW boilers below 150kW rated output)	6	Check water level controls and activation of alarms and fuel and/or air cut off	PM5 1989	S	1W	Hot water boilers only System water & feed water		ISP(A)	***C***
BOILER PLANT OPERATION (excludes automatically controlled, un-pressurised, LTHW and MTHW boilers below 150kW rated output)	7	Test and check all safety alarms	PM5 1989	S	D+W	Steam boilers only See also SAFed-PSG2		ISP(A)	***C***
BOILER PLANT OPERATION (excludes automatically controlled, un-pressurised, LTHW and MTHW boilers below 150kW rated output)	8	Test and check fuel feed shut off	PM5 1989	S	1M	For steam boilers see also SAFed-PSG2 For hot water boilers see also SAFed-PSG3		ISP(A)	***C***
BOILER PLANT OPERATION (excludes automatically controlled, un-pressurised, LTHW and MTHW boilers below 150kW rated output)	9	Test and check gas and/or other fuel feed shut off	PM5 1989	S	1M	For steam boilers see also SAFed-PSG2 For hot water boilers see also SAFed-PSG3		ISP(A)	***C***
BOILER PLANT OPERATION (excludes automatically controlled, un-pressurised, LTHW and MTHW boilers below 150kW rated output)	10	Test and check operation of fire shut-down systems	PM5 1989	S	1M	For steam boilers see also SAFed-PSG2 For hot water boilers see also SAFed-PSG3		ISP(A)	***C***
BOILER PLANT OPERATION (excludes automatically controlled, un-pressurised, LTHW and MTHW boilers below 150kW rated output)	11	Record and report any irregular instrument readings	PM5 1989	M	D	For steam boilers see also SAFed-PSG2 For hot water boilers see also SAFed-PSG2		ISP(A)	***C***
BOILER PLANT OPERATION (excludes automatically controlled, un-pressurised, LTHW and MTHW boilers below 150kW rated output)	12	Test, record and report any irregular flue gas analysis	Clean Air Act	M	1W			ISP(A)	***C***
BOILER PLANT OPERATION (excludes automatically controlled, un-pressurised, LTHW and MTHW boilers below 150kW rated output)	13	Inspect, clean, service, adjust and overhaul as necessary all ancillary equipment i.e.. pumps, tanks, valves, pressurisation and ventilation units, etc.	PM5 1989	M	D (Inspect) 1Y (Overhaul)	For steam boilers see also SAFed-PSG2 For hot water boilers see also SAFed-PSG3		ISP(A)	***C***
BOILER PLANT OPERATION (excludes automatically controlled, un-pressurised, LTHW and MTHW boilers below 150kW rated output)	14	Inspect and clean/replace as necessary fuel system filters	PM5 1989	M	D+W			ISP(A)	***C***
BOILER PLANT OPERATION (excludes automatically controlled, un-pressurised, LTHW and MTHW boilers below 150kW rated output)	15	Test and check operation of all safety devices	PM5 1989	M	1W	For steam boilers see also SAFed-PSG2 For hot water boilers see also SAFed-PSG3		ISP(A)	***C***

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BOILER PLANT MAINTENANCE	16	Inspect, clean and report any defects on boilers, flues or equipment	PM5 1989	M	As Necessary	For steam boilers see also SAFed-PSG2 For hot water boilers see also SAFed-PSG3		ISP(A)	***C***
BOILER PLANT MAINTENANCE	17	Inspect, clean, service, adjust and overhaul as necessary boilers and flues	PM5 1989	M	1Y	For steam boilers see also SAFed-PSG2 For hot water boilers see also SAFed-PSG3		ISP(A)	***C***
BOILER PLANT MAINTENANCE	19	Inspect, clean, service, adjust and overhaul, as necessary, all boiler auxiliaries		M	1Y	For steam boilers see also SAFed-PSG2 For hot water boilers see also SAFed-PSG3		ISP(A)	***C***
WATER PRE-TREATMENT PLANT	20	Inspect, clean, service, adjust and overhaul, as necessary, all components of the system	PM5 BS2486	S	As required	In accordance with manufacturers recommendations For steam boilers see also SAFed-PSG2		ISP(A)	***C***
WATER PRE-TREATMENT PLANT	21	Test, check and record plant operating parameters and water quality. Check all safety requirements, including alarms.		S	1M	For steam boilers see also SAFed-PSG2 For hot water boilers see also SAFed-PSG3		ISP(A)	***C***
HEATING HOT & COLD WATER SYSTEMS	22	Check storage vessels and temperatures. Take water samples for analysis and check and report on microbiological activity	COSHH 2002 H&SE ACOP L8:2000 H&SWN 02/13 PI 37/2004	S	1M-6M	Frequency variable dependent upon risk assessment See also 'A Guide for Employers - IAC 27(Rev2)		ISP(A)	***C***
HEATING HOT & COLD WATER SYSTEMS	24	Check and record water temperatures at outlets	COSHH 2002 H&SE ACOP L8:2000 H&SWN 02/13 PI 37/2004	S	M	Frequency variable dependent upon risk assessment See also 'A Guide for Employers - IAC 27(Rev2)		ISP(A)	***C***
HEATING HOT & COLD WATER SYSTEMS	25	Take water samples and arrange for analysis and check and report on microbiological activity	COSHH 2002 H&SE ACOP L8:2000 H&SWN 02/13 PI 37/2004	S	M-Y	Frequency variable dependent upon risk assessment See also 'A Guide for Employers - IAC 27(Rev2)		ISP(A)	***C***
HEATING HOT & COLD WATER SYSTEMS	26	Inspect, clean and disinfect shower system and heads	COSHH 2002 H&SE ACOP L8:2000 H&SWN 02/13 PI 37/2004	S	3M	Frequency variable dependent upon risk assessment See also 'A Guide for Employers - IAC 27(Rev2)		ISP(A)	***C***
HEATING HOT & COLD WATER SYSTEMS	27	Inspect, clean, service, adjust and overhaul as necessary all components of the system		M	1Y			ISP(A)	***C***
AIR CONDITIONING INSTALLATIONS	28	Monitor/maintain/test and record water treatment in open water systems (e.g.. Humidifiers, wetted surfaces, etc.)	COSHH 2002 H&SE ACOP L8:2000 H&SWN 02/13 PI 37/2004	S	W-M	Frequency variable dependent upon risk assessment See also 'A Guide for Employers - IAC 27(Rev2)		ISP(A)	***C***
AIR CONDITIONING INSTALLATIONS	28.1	Arrange water sampling for testing by independent laboratory and maintain records	COSHH 2002 H&SE ACOP L8:2000 H&SWN 02/13 PI 37/2004	S	1M-3M	Frequency variable dependent upon risk assessment See also 'A Guide for Employers - IAC 27(Rev2)		ISP(A)	***C***
AIR CONDITIONING INSTALLATIONS	30	Record ambient, space and system operating conditions for all air conditioning installations. Check for correct operation and conditions and report any deficiencies	BS5720	M	1M			ISP(A)	***C***

ITEM DESCRIPTION	TASK No	TASK	LEAD REF	INSPECTION STATUS	FREQUENCY	REMARKS	LOCAL RISK ASSESSMENT REF	BY	*Check against Sched B or C in 005 is 003?*
AIR CONDITIONING INSTALLATIONS	31	Inspect, clean and disinfect all wetted surfaces within air handling plant or systems	COSHH 2002 H&SE ACOP L8:2000 H&SWN 02/13 PI 37/2004	S	6M	Frequency variable dependent upon risk assessment See also 'A Guide for Employers - IAC 27(Rev2)		ISP(A)	*C*
AIR CONDITIONING INSTALLATIONS	32	Complete and record routine checks	BS5720 Sec 7.4	M	6M	Including replacement of filters as required.		ISP(A)	*C*
AIR CONDITIONING INSTALLATIONS	33	Inspect, clean, service, adjust and overhaul, as necessary, all components of the system	BS5720	M	1Y			ISP(A)	*C*
MECHANICAL VENTILATION SYSTEMS	34	Where a mechanical ventilation system contains humidifiers or wetted surfaces task 028, 028.1 and 031 shall apply	COSHH 2002 H&SE ACOP L8:2000 H&SWN 02/13 PI 37/2004	S	As required	Frequency variable dependent upon risk assessment See also 'A Guide for Employers - IAC 27(Rev2)		ISP(A)	*C*
MECHANICAL VENTILATION SYSTEMS	35	Complete and record routine checks	BS5720 Sec 7.4	S	1M	Including replacement of filters as required.		ISP(A)	*C*
MECHANICAL VENTILATION SYSTEMS	36	Inspect, clean, service, adjust and overhaul, as necessary, all components of the system	BS5720	S	As required			ISP(A)	*C*
REFRIGERATION INSTALLATIONS	38	Monitor/maintain/test and record water treatment in open evaporative cooling systems	COSHH 2002 H&SE ACOP L8:2000 H&SWN 02/13 TB 00/25 PI 37/2004	S	W-M	Frequency variable dependent upon risk assessment See also 'A Guide for Employers - IAC 27(Rev2)		ISP(A)	*C*
REFRIGERATION INSTALLATIONS	39	Arrange water sampling for testing by independent laboratory and maintain records	COSHH 2002 H&SE ACOP L8:2000 H&SWN 02/13 PI 37/2004	S	1M-3M	Frequency variable dependent upon risk assessment See also 'A Guide for Employers - IAC 27(Rev2)		ISP(A)	*C*
REFRIGERATION INSTALLATIONS	40	Record system running parameters. Check alarms and settings	COSHH 2002 H&SE ACOP L8 2000	M	1M			ISP(A)	*C*
REFRIGERATION INSTALLATIONS	41	Inspect, clean, service, adjust, overhaul as necessary all components of the system		M	As required 1Y (Max)			ISP(A)	*C*
REFRIGERATION INSTALLATIONS	42	Clean and disinfect all reservoirs wetted surfaces and pipework to equipment and cooling systems. Test for refrigerant leaks	COSHH 2002 H&SE ACOP L8:2000 H&SWN 02/13 PI 37/2004	M	6M	Frequency variable dependent upon risk assessment See also 'A Guide for Employers - IAC 27(Rev2)		ISP(A)	*C*
AUTOMATIC CONTROL AND BMS SYSTEMS	43.1	Check operation of all safety: alarms, interlocks, indicators and devices. Back-up all software & archive. Inspect all panels internally and externally	HVCA Vol 3	M	1Y or as required by risk assessment			ISP(A)	*C*
AUTOMATIC CONTROL AND BMS SYSTEMS	43.2	Check operation/function/accuracy of all sensors, actuators, alarms, time programmes	HVCA Vol 3	M	1Y			ISP(A)	*C*
AUTOMATIC CONTROL AND BMS SYSTEMS	43.3	Inspect, clean, service adjust & overhaul, as necessary, all components of the system	HVCA Vol 3	M	1Y			ISP(A)	*C*
INDUSTRIAL AND HANGAR DOORS	52	Inspect, clean, service adjust & overhaul, as necessary, all components of the system	PUWER:1998 Regulations, LOLER 1998 TB 99/30	S	6M	Co-ordinate with task 51 (Independent Inspection). Provide attendance on CP, when required, including preparation of equipment.		ISP(A)	*C*

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OVERHEAD TRAVELLING AND GANTRY CRANES AND OTHER LIFTING MACHINES	54.3	Lubricate, check operation of all moving parts	PUWER: 1998 Regulations, LOLER 1998	S	3M	Co-ordinate with task 54.3 (Independent Inspection). Provide attendance on CP, when required, including preparation of equipment.		ISP(A)	***C***
CHAINS, ROPES AND LIFTING TACKLE INCLUDING PORTABLE PULLEY BLOCKS & LEVER HOISTS.	56	Inspect, clean, service adjust & overhaul, as necessary, all components of the system	LOLER, 1998, L113	S	3M	Co-ordinate with task 55 (Independent Inspection). Provide attendance on CP, when required, including preparation of equipment.		ISP(A)	***C***
TOWER LADDERS AND MOBILE WORKING PLATFORMS	60.1	Inspect all parts, check operation	BS 7171, PUWER Regulations, 1998 LOLER, 1998, L113	S	3M			ISP(A)	***C***
TOWER LADDERS AND MOBILE WORKING PLATFORMS	60.2	Repaint	BS1139	M	2Y			ISP(A)	***C***
CATERING EQUIPMENT	62	Inspect (test where necessary), clean, service, adjust and overhaul, as necessary, all safety systems components and record operating parameters and performance	PUWER Regulations, 1998, HS(G)35, HS(G)55	S	1Y	For microwave ovens see TB 98/14 See also MOD Def Defence Catering Group publications.		ISP(A)	***C***
CATERING EQUIPMENT	64	Inspect (test where necessary), clean, service, adjust and overhaul, as necessary, all components of the equipment	PUWER Regulations, 1998, HS(G)35, HS(G)55	S	3M	See also MOD Def Defence Catering Group publications.		ISP(A)	***C***
CATERING EQUIPMENT	65	Deep cleansing of all items of equipment	Food Safety Act, PUWER Regulations, 1998, HS(G)35, HS(G)55, TB 96/17, Spec 038	S	As Required	As Required, including all manufacturers Maintenance / cleaning cycles of 4 weeks or more, also in accordance with risk assessment based on usage, with maximum period between major deep cleans of 1 year. See also Industry Guide to Good Practice: 1998 ISBN 0 900 1093 00 0 and MOD Def Defence Catering Group publications.		ISP(A)	***C***
ABRASIVE WHEELS REGULATIONS 1970	66	Mount new/dress existing/inspect wheels. Inspect guards/protection devices. Adjust rests. Lubricate bearings	PUWER 1998, HSG 17	S	As required by manufacturers instructions or 1M	To be completed by nominated/approved personnel who have been appropriately trained & are competent to undertake the task.		ISP(A)	***C***
ABRASIVE WHEELS REGULATIONS 1970	67	General inspection of all abrasive wheels, warning/advisory notices, and protective devices	PUWER 1998, HSG 17	S	1Y	To be completed by nominated/approved personnel who have been appropriately trained & are competent to undertake the task.		ISP(A)	***C***
COMPRESSED AIR SYSTEMS For Pressure Systems, see tasks 239 & 241	68	Drain condensate points & receivers/check auto drains. Check & record operating pressures & temperatures. Check & record oil and coolant levels, pressures & flows. Check complete system for leaks	HS(G)39, (& Pressure Systems Regulations) Revised 1998	M	D	To be completed by nominated/approved personnel who have been appropriately trained & are competent to undertake the task.		ISP(A)	***C***
COMPRESSED AIR SYSTEMS For Pressure Systems, see tasks 239 & 241	69	Clean unit. Check safety valves by easing by hand. Inspect dryers & coolers. Top up in line lubricators. Check in line filters. Check pressure regulators	HS(G)39, (& Pressure Systems Regulations) Revised 1998	M	1W	To be completed by nominated/approved personnel who have been appropriately trained & are competent to undertake the task.		ISP(A)	***C***

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COMPRESSED AIR SYSTEMS For Pressure Systems, see tasks 239 & 241	70	Air filters - check, clean or replace - if required. Check quality of crank case oil. Inspect all flexible hoses	HS(G)39, (& Pressure Systems Regulations) Revised 1998	M	1M-3M Frequency as determined by risk assessment.			ISP(A)	***C***
COMPRESSED AIR SYSTEMS For Pressure Systems, see tasks 239 & 241	71	Check safety guards and safety interlocks on machines	HS(G)39, (& Pressure Systems Regulations) Revised 1998	M	3M - 6M Frequency as determined by risk assessment.			ISP(A)	***C***
COMPRESSED AIR SYSTEMS For Pressure Systems, see tasks 239 & 241	72	Check for oil coke deposits in delivery ports - clean as required (period can be modified in light of experience). Inspect associated plant. Check Control Systems. Check operation of isolating valves	HS(G)39, (& Pressure Systems Regulations) Revised 1998	M	6M			ISP(A)	***C***
COMPRESSED AIR SYSTEMS For Pressure Systems, see tasks 239 & 241	73	Check delivery ports as HS(G)39. Replace fusible plugs. Check operation of protective devices. Clean intercooler and after cooler/ flush out radiator. Clean & examine receiver internally	HS(G)39, (& Pressure Systems Regulations) Revised 1998	M	1Y			ISP(A)	***C***
COMPRESSED AIR SYSTEMS For Pressure Systems, see tasks 239 & 241	74	Service, adjust & overhaul, as necessary, all components of the system	HS(G)39, (& Pressure Systems Regulations) Revised 1998	M	As Required or as manufacturers recommendation			ISP(A)	***C***
DIESEL GENERATOR SETS	84	Check state of readiness (Battery, Heater, Oil, Water, etc.)	CIBSE AM08	M	1M			ISP(A)	***C***
DIESEL GENERATOR SETS	85	Check oil, water, filters, heaters, pipework, controls, run on load	CIBSE AM08	M	1M - 2M	Frequency of on load test runs may be extended to 2 monthly, subject to a risk assessment of generator reliability and operational criticality.		ISP(A)	***C***
DIESEL GENERATOR SETS	86	6 monthly / 500 hour checks and maintenance	CIBSE AM08	M	6M/500hr Whichever is the most frequent or as manufacturers recommendation	Fit Hours run indicators on heavily used items and keep records of hours run at appropriate intervals. Arrange maintenance based on hours run or time lapse, whichever is the earlier.		ISP(A)	***C***
DIESEL GENERATOR SETS	87	Annual Maintenance	CIBSE AM08	M	1Y or as manufacturers recommendation	Include emissions test and remedial measures / repairs / adjustments to provide fuel efficiency and environmental protection.		ISP(A)	***C***
DIESEL GENERATOR SETS	88	2 Yearly / 1500 hour maintenance	CIBSE AM08	M	2Y/1500hr Whichever is the most frequent or as manufacturers recommendation	Fit Hours run indicators on heavily used items and keep records of hours run at appropriate intervals. Arrange maintenance based on hours run or time lapse, whichever is the earlier.		ISP(A)	***C***

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DIESEL GENERATOR SETS	89	4 yearly / 2000 hour maintenance	CIBSE AM08	M	4Y/2000hr Whichever is the most frequent or as manufacturers recommendation	Fit Hours run indicators on heavily used items and keep records of hours run at appropriate intervals. Arrange maintenance based on hours run or time lapse, whichever is the earlier.		ISP(A)	*C*
DIESEL GENERATOR SETS	90	Major overhaul	CIBSE AM08	M	8Y or as manufacturers recommendation	Undertake overhaul to Manufacturers instructions		ISP(A)	*C*
DIESEL GENERATOR SETS	91	Test operation of interlocks and simulate mains failure	CIBSE AM08	M	1Y			ISP(A)	*C*
LEAD ACID BATTERY INSTALLATIONS	92.1	Inspect battery installation for damage/leakage	BS EN 50432 BS 6133 Issue 5 1996	M	1-3M	See also task 236		ISP(A)	*C*
LEAD ACID BATTERY INSTALLATIONS	92.2	Check and test for over charging etc.	BS EN 50432 BS 6133 Issue 5 1996	M	1Y	See also task 236		ISP(A)	*C*
NiCad ALKALINE BATTERY INSTALLATIONS	93.1	Inspect battery installation for damage/leakage		M	1-3M			ISP(A)	*C*
NiCad ALKALINE BATTERY INSTALLATIONS	93.2	Check and test for over charging etc.		M	1Y	Maintain to Manufacturers instructions		ISP(A)	*C*
TRANSFORMERS	94	Check silica gel breather	BS 5730:2001	M	1Y			ISP(A)	*C*
TRANSFORMERS	95.1	Visual inspection for damage, overheating and leaks	BS 5730:2001	M	1Y			ISP(A)	*C*
TRANSFORMERS	95.2	Test oil, change as necessary	BS 5730:2001	M	3Y			ISP(A)	*C*
LOW VOLTAGE POWER FACTOR CORRECTION EQUIPMENT	96	Visual inspection of capacitors and control equipment	BS 5730:2001	M	1Y			ISP(A)	*C*
LOW VOLTAGE POWER FACTOR CORRECTION EQUIPMENT	97	Check condition and operation of all items		M	1Y			ISP(A)	*C*
LOW VOLTAGE POWER FACTOR CORRECTION EQUIPMENT	98	Check control relay function and record power factor of the system		M	1Y			ISP(A)	*C*
HV SWITCH GEAR	99	Visual inspection and operation check	Electricity Supply Regs/ Electricity Act, BS 6626, BS5730	M	1Y			ISP(A)	*C*
HV SWITCH GEAR	100	Test each protection trip relay or device by injection	Electricity Supply Regs / Electricity Act, BS 6626	M	1Y			ISP(A)	*C*
HV SWITCH GEAR	101	Inspect, clean and lubricate each switch	Electricity Supply Regs / Electricity Act, BS 6626	M	1Y			ISP(A)	*C*
HV SWITCH GEAR	102	Test, and change oil, as necessary, in oil circuit breakers	Electricity Supply Regs / Electricity Act, BS 6626	M	1Y	Or after a fault		ISP(A)	*C*
HV SWITCH GEAR	103	Check security of busbar connectors using infrared equipment	Electricity Supply Regs / Electricity Act, BS 6626	M	2.5Y	Must be on a normal load		ISP(A)	*C*
LV SWITCH GEAR	104	Visual inspection and operational check	BS 6423	M	1Y			ISP(A)	*C*
LV SWITCH GEAR	105	Inspect contacts, clean and lubricate each switch	BS 6423	M	1Y	Per manufacturer's recommendations		ISP(A)	*C*
LV SWITCH GEAR	106	Test each protection trip relay or device by injection	BS 6423	M	1Y			ISP(A)	*C*

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LV SWITCH GEAR	107	Check security of main connectors using infra-red equipment	BS 6423	M	2.5Y	Must be on normal load		ISP(A)	*C*
ELECTRIC MOTOR CONTROL GEAR AND ASSOCIATED EQUIPMENT	109	Visual check of motors for over heating and misalignment etc.		M	1Y	Motors to be inspected as determined by ISP(A) risk assessment, which takes into account operational criticality		ISP(A)	*C*
ELECTRIC MOTOR CONTROL GEAR AND ASSOCIATED EQUIPMENT	110	Clean, lubricate and realign motors if necessary		M	1Y	Motors to be inspected as determined by ISP(A) risk assessment, which takes into account operational criticality		ISP(A)	*C*
ELECTRIC MOTOR CONTROL GEAR AND ASSOCIATED EQUIPMENT	111	Inspect and check all control gear and conduct function tests on all controls	BS 6423	M	1Y	Include remote sensors, control switches Motors to be inspected and checked as determined by ISP(A) risk assessment.		ISP(A)	*C*
ELECTRIC MOTOR CONTROL GEAR AND ASSOCIATED EQUIPMENT	112	Insulation resistance tests on all motors and controls		M	1Y	1Y or after a fault Motors to be tested as determined by ISP(A) risk assessment, which takes into account operational criticality		ISP(A)	*C*
ELECTRIC MOTOR CONTROL GEAR AND ASSOCIATED EQUIPMENT	113	Overhaul and repair control gear and drives	BS 6423	M	1Y	As required or after breakdown Control gear to be overhauled as determined by ISP(A) risk assessment, which takes into account operational criticality		ISP(A)	*C*
FIXED ELECTRICAL APPLIANCES AND ELECTRICAL INSTALLATIONS IN GENERAL	114	Check operation of ELCBS by injection instrument	BS 7671:2001	M	1Y			ISP(A)	*C*
FIXED ELECTRICAL APPLIANCES AND ELECTRICAL INSTALLATIONS IN GENERAL	115	Inspect and check each installation and all fixed appliances in accordance with IEE Regulations and check lists	BS 7671, PUWER Regulations, 1998, HASAWA	S	5Y			ISP(A)	*C*
FIXED ELECTRICAL APPLIANCES AND ELECTRICAL INSTALLATIONS IN GENERAL	116	Inspect, check and test all electrical installations and fixed appliances in medical facilities, operating theatres, anaesthetising areas in accordance with IEE Regulation check lists	BS 7671, PUWER Regulations, 1998, HASAWA	S	1Y			ISP(A)	*C*
FIXED ELECTRICAL APPLIANCES AND ELECTRICAL INSTALLATIONS IN GENERAL	117	Check labels, notices and posters are displayed	BS 7671, PUWER Regulations, 1998, HASAWA	S	2.5Y			ISP(A)	*C*
FIXED ELECTRICAL APPLIANCES AND ELECTRICAL INSTALLATIONS IN GENERAL	118	Check protective conductors	BS 7671, PUWER Regulations, 1998, HASAWA	S	5Y			ISP(A)	*C*
FIXED ELECTRICAL APPLIANCES AND ELECTRICAL INSTALLATIONS IN GENERAL	119	Test earth fault loop impedance	BS 7671, PUWER Regulations, 1998, HASAWA	S	5Y			ISP(A)	*C*
FIXED ELECTRICAL APPLIANCES AND ELECTRICAL INSTALLATIONS IN GENERAL	120	Test polarity of installation equipment and fixed appliances	BS 7671, PUWER Regulations, 1998, HASAWA	S	5Y			ISP(A)	*C*
FIXED ELECTRICAL APPLIANCES AND ELECTRICAL INSTALLATIONS IN GENERAL	121	Check the condition of insulation of electrical equipment and apparatus	BS 7671, PUWER Regulations, 1998, HASAWA	S	2.5Y			ISP(A)	*C*
FIXED ELECTRICAL APPLIANCES AND ELECTRICAL INSTALLATIONS IN GENERAL	122	Check and test all fixed appliances	BS 7671, PUWER Regulations, 1998, HASAWA	S	2.5Y			ISP(A)	*C*

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EARTHING INSTALLATIONS	123	Inspect lightning conductor installation in explosives buildings	JSP 482 & ESTC No.6 (Explosives Area)	S	11M	For Explosives Area see PI 61/2004. Explosive Facility Designated Category: ALL CATEGORIES		ISP(A)	*C*
EARTHING INSTALLATIONS	124	Test lightning conductor installation in explosives buildings	JSP 482 & ESTC No.6 (Explosives Area)	S	11M	For Explosives Area see PI 61/2004. Explosive Facility Designated Category: ALL CATEGORIES		ISP(A)	*C*
EARTHING INSTALLATIONS	125	Inspect and test static electric discharge installations in explosives buildings, laboratories and	JSP 482 & ESTC No.6 (Explosives Area)	S	11M	For Explosives Area see PI 61/2004. Explosive Facility Designated Category: ALL CATEGORIES		ISP(A)	*C*
EARTHING INSTALLATIONS	126	Inspect and test antistatic flooring in explosives building	JSP 482 & ESTC No.6 (Explosives Area)	S	11M	For Explosives Area see PI 61/2004. Explosive Facility Designated Category: ALL CATEGORIES		ISP(A)	*C*
EARTHING INSTALLATIONS	127	Inspect and test electricity conducting floor in explosives building	JSP 482 & ESTC No.6 (Explosives Area)	S	11M	For Explosives Area see PI 61/2004. Explosive Facility Designated Category: ALL CATEGORIES		ISP(A)	*C*
EARTHING INSTALLATIONS	128	Inspect the lightning conducting installations of non hazardous buildings	BS 6651:1999	M	1Y			ISP(A)	*C*
EARTHING INSTALLATIONS	129	Test the lightning conducting installations of non hazardous buildings	BS 6651:1999	M	1Y			ISP(A)	*C*
EARTHING INSTALLATIONS	130	Inspect and test the earthing and bonding installation of bulk aviation fuel storage installations		M	6M			ISP(A)	*C*
EARTHING INSTALLATIONS	131	Inspect and test earthing points at aircraft pressure refuelling hydrants and tanker standings		M	6M			ISP(A)	*C*
EARTHING INSTALLATIONS	132	Inspect and test earthing and bonding at LPG installations		M	6M			ISP(A)	*C*
EARTHING INSTALLATIONS	133	Inspect and test earthing and bonding at LOX installations		M	1Y			ISP(A)	*C*
EARTHING INSTALLATIONS	134	Inspect and test AGL systems earthing		M	3Y			ISP(A)	*C*
EARTHING INSTALLATIONS	135	Inspect and test earthing and bonding for radar and telecommunication installations		M	6M			ISP(A)	*C*
EARTHING INSTALLATIONS	136	Inspect and test earthing installations for aircraft earthing cubicles and grounding points		M	1Y			ISP(A)	*C*
EARTHING INSTALLATIONS	137	Inspect and test anti-static flooring in hospital operating theatres and anaesthetising areas		M	6M			ISP(A)	*C*
EARTHING INSTALLATIONS	138	Inspect and test the electrical distribution earthing system and central earthing installation	BS 7430: 1998	M	2.5Y			ISP(A)	*C*
EARTHING INSTALLATIONS	139	Inspect and test main earth rod installation	BS 7430: 1998	M	2.5Y			ISP(A)	*C*
SEMI-PORTABLE PLUG IN APPLIANCES	140	Formal Visual Inspection Class I Equipment	Electricity at Work Regulations 1989 HS(G)107 HSE(IND(G)160L)	M	Frequency dependant on risk assessment	Results of the visual inspection must be formally recorded.		ISP(A)	*C*

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SEMI-PORTABLE PLUG IN APPLIANCES	140.1	Combined Inspection and testing. Class I Equipment	Electricity at Work Regulations 1989 HS(G)107 HSE(IND(G)160L)	M	Frequency dependant on risk assessment			ISP(A)	***C***
SEMI-PORTABLE PLUG IN APPLIANCES	141	Formal Visual Inspection Class II Equipment	Electricity at Work Regulations 1989 HS(G)107:1994 HSE(IND(G)160L	M	Frequency dependant on risk assessment	If the class of equipment is not known it must be tested as class I. Results of the visual inspection must be formally recorded.		ISP(A)	***C***
SEMI-PORTABLE PLUG IN APPLIANCES	141.1	Combined Inspection and testing. Class II Equipment	Electricity at Work Regulations 1989 HS(G)107:1994 HSE(IND(G)160L	M	Frequency dependant on risk assessment	If the class of equipment is not known it must be tested as class I.		ISP(A)	***C***
SEMI-PORTABLE PLUG IN APPLIANCES	142	Inspect and test normal and high risk portable appliances for hospital operating theatres and anaesthetising rooms	PUWER Regulations,-1998	M	3W			ISP(A)	***C***
ELECTRICAL INSTALLATIONS AND FIXED APPLIANCES IN HAZARDOUS AREAS See Note 4	143	Test tripping operation of ELCBs	DE FS 07 (Petroleum installation) JSP 482 & ESTC No.6 (Explosives Area)	M	1Y	For Explosives Area see PI 61/2004. Explosive Facility Designated Category: ALL CATEGORIES		ISP(A)	***C***
ELECTRICAL INSTALLATIONS AND FIXED APPLIANCES IN HAZARDOUS AREAS See Note 4	144	Inspect installation and fixed appliances	DE FS 07 (Petroleum installation) JSP 482 & ESTC No.6 (Explosives Area)	M	6M 1Y	For Explosives Area see PI 61/2004. Explosive Facility Designated Category: CAT A and CAT B CAT C and CAT D		ISP(A)	***C***
ELECTRICAL INSTALLATIONS AND FIXED APPLIANCES IN HAZARDOUS AREAS See Note 4	145	Check labels and notices	DE FS 07 (Petroleum installation) JSP 482 & ESTC No.6 (Explosives Area)	M	1Y 2Y	For Explosives Area see PI 61/2004. Explosive Facility Designated Category: CAT A and CAT B CAT C and CAT D		ISP(A)	***C***
ELECTRICAL INSTALLATIONS AND FIXED APPLIANCES IN HAZARDOUS AREAS See Note 4	146	Check and test insulation resistance, earth electrode resistance, earth loop impedance, protective devices	DE FS 07 (Petroleum installation) JSP 482 & ESTC No.6 (Explosives Area)	M	1Y 2Y	For Explosives Area see PI 61/2004. Explosive Facility Designated Category: CAT A and CAT B CAT C and CAT D		ISP(A)	***C***
ELECTRICAL INSTALLATIONS AND FIXED APPLIANCES IN HAZARDOUS AREAS See Note 5	147	Inspect as per IEE regulations (earth fault loop impedance, earth electrodes, insulation barriers, protective short out, current and general condition of equipment)	JSP 482 & ESTC No.6 (Explosives Area)	M	1Y 2Y	For Explosives Area see PI 61/2004. Explosive Facility Designated Category: CAT A and CAT B CAT C and CAT D		ISP(A)	***C***
ELECTRICAL INSTALLATIONS AND FIXED APPLIANCES IN HAZARDOUS AREAS See Note 5	148	Test operation of ELCBs	JSP 482 & ESTC No.6 (Explosives Area)	M	1Y	For Explosives Area see PI 61/2004. Explosive Facility Designated Category: ALL CATEGORIES		ISP(A)	***C***
ELECTRICAL INSTALLATIONS AND FIXED APPLIANCES IN HAZARDOUS AREAS See Note 5	149	Inspect installations and fixed appliances	JSP 482 & ESTC No.6 (Explosives Area)	M	6M 1Y	For Explosives Area see PI 61/2004. Explosive Facility Designated Category: CAT A and CAT B CAT C and CAT D		ISP(A)	***C***
ELECTRICAL INSTALLATIONS AND FIXED APPLIANCES IN HAZARDOUS AREAS See Note 5	150	Check labels and notices	JSP 482 & ESTC No.6 (Explosives Area)	M	1Y 2Y	For Explosives Area see PI 61/2004. Explosive Facility Designated Category: CAT A and CAT B CAT C and CAT D		ISP(A)	***C***

ITEM DESCRIPTION	TASK No	TASK	LEAD REF	INSPECTION STATUS	FREQUENCY	REMARKS	LOCAL RISK ASSESSMENT REF	BY	*Check against Sched B or C in 005 is 003?*
ELECTRICAL INSTALLATIONS AND FIXED APPLIANCES IN HAZARDOUS AREAS See Note 5	151	Check and test insulation resistance, earth electrode resistance, earth loop impedance, protective devices	JSP 482 & ESTC No.6 (Explosives Area)	M	1Y 2Y	For Explosives Area see PI 61/2004. Explosive Facility Designated Category: CAT A and CAT B CAT C and CAT D		ISP(A)	***C***
ELECTRICAL INSTALLATIONS AND FIXED APPLIANCES IN HAZARDOUS AREAS See Note 5	152	Check as per IEE regulations (earth fault loop impedance, earth electrodes, insulation barriers, protective short out, current and general condition of equipment)	JSP 482 & ESTC No.6 (Explosives Area)	M	1Y 2Y	For Explosives Area see PI 61/2004. Explosive Facility Designated Category: CAT A and CAT B CAT C and CAT D		ISP(A)	***C***
MAINTENANCE AND RELAMPING OF LUMINAIRES See Note 3	153	Inspect, clean and test fittings		M	A:6M B-1Y C-2Y	See also task 236		ISP(A)	***C***
MAINTENANCE AND RELAMPING OF LUMINAIRES	154	Replace tungsten lamps		M	Frequency dependant on risk assessment	Consideration to be given to bulk lamp changing in hangars, warehouses, ect. where access requires the hire of specialist equipment.		ISP(A)	***C***
MAINTENANCE AND RELAMPING OF LUMINAIRES	155	Replace fluorescent lamps		M	Frequency dependant on risk assessment	Consideration to be given to bulk lamp changing in hangars, warehouses, ect. where access requires the hire of specialist equipment.		ISP(A)	***C***
MAINTENANCE AND RELAMPING OF LUMINAIRES	156	Replace discharge lamps		M	Frequency dependant on risk assessment	Consideration to be given to bulk lamp changing in hangars, warehouses, ect. where access requires the hire of specialist equipment.		ISP(A)	***C***
MAINTENANCE OF OBSTRUCTION LIGHT INSTALLATIONS (CONTINUOUSLY LIT INSTALLATIONS)	177	Renew lamps and clean fitting glassware: a. Tungsten Lamps b. Compact Fluorescent Lamps c. Neon / Xenon / Krypton, etc. sources		M	a. 3M b. 6M c. 2Y	See HSWN 03/02		WSM	***C***
MAINTENANCE OF OBSTRUCTION LIGHT INSTALLATIONS (CONTINUOUSLY LIT INSTALLATIONS)	178	Inspect installations and fixed appliances		M	1Y			WSM	***C***
MAINTENANCE OF OBSTRUCTION LIGHT INSTALLATIONS (SWITCHED OPERATION INSTALLATIONS)	179	Renew lamps and clean fitting glassware: a. Tungsten Lamps b. Compact Fluorescent Lamps c. Neon / Xenon / Crypton etc sources		M	a. 1Y b. 2Y c. 4Y	See HSWN 03/02		WSM	***C***
MAINTENANCE OF OBSTRUCTION LIGHT INSTALLATIONS (SWITCHED OPERATION INSTALLATIONS)	180	Inspect installations		M	1Y			WSM	***C***
OPERATION AND MAINTENANCE OF FIRE DETECTION AND ALARM SYSTEMS: (STC Closed Loop Installations)	195	Test call points, detectors and alarms and inspect batteries and generators in accordance with BS 5839.	BS 5839	M	1W	Refer to BS 5839 for call point test procedures.		ISP(A)	***C***
OPERATION AND MAINTENANCE OF FIRE DETECTION AND ALARM SYSTEMS: (STC Closed Loop Installations)	196	Test on generator where applicable		M	1M	All risk assessed frequencies to be approved by DE Specialist Services Fire (Senior Fire Prevention Officer)		ISP(A)	***C***

ITEM DESCRIPTION	TASK No	TASK	LEAD REF	INSPECTION STATUS	FREQUENCY	REMARKS	LOCAL RISK ASSESSMENT REF	BY	*Check against Sched B or C in 005 is 003?*
OPERATION AND MAINTENANCE OF FIRE DETECTION AND ALARM SYSTEMS: (STC Closed Loop Installations)	197	Inspect and test battery operation, alarm & ancillary functions, including telephone switch board fault indicators		M	3M	All risk assessed frequencies to be approved by DE Specialist Services Fire (Senior Fire Prevention Officer)		ISP(A)	***C***
OPERATION AND MAINTENANCE OF FIRE DETECTION AND ALARM SYSTEMS: (AFA - Minerva fire alarm systems)	198	Check detectors, general inspection		M	1Y	All risk assessed frequencies to be approved by DE Specialist Services Fire (Senior Fire Prevention Officer)		ISP(A)	***C***
OPERATION AND MAINTENANCE OF FIRE DETECTION AND ALARM SYSTEMS: (AFA - Minerva fire alarm systems)	199	Test call points, detectors and alarms and inspect batteries and generators in accordance with BS 5839.	BS 5839	M	1W	Refer to BS 5839 for call point test procedures. All risk assessed frequencies to be approved by DE Specialist Services Fire (Senior Fire Prevention Officer)		ISP(A)	***C***
OPERATION AND MAINTENANCE OF FIRE DETECTION AND ALARM SYSTEMS: (AFA - Minerva fire alarm systems)	200	Test on generator where applicable	BS 5839	M	1M	All risk assessed frequencies to be approved by DE Specialist Services Fire (Senior Fire Prevention Officer)		ISP(A)	***C***
OPERATION AND MAINTENANCE OF FIRE DETECTION AND ALARM SYSTEMS: (AFA - Minerva fire alarm systems)	201	Inspect and test battery operation, alarm & ancillary functions	BS 5839	M	3M	All risk assessed frequencies to be approved by DE Specialist Services Fire (Senior Fire Prevention Officer)		ISP(A)	***C***
OPERATION AND MAINTENANCE OF FIRE DETECTION AND ALARM SYSTEMS: (AFA - Minerva fire alarm systems)	202	Check detectors, general inspection	BS 5839	M	1Y	All risk assessed frequencies to be approved by DE Specialist Services Fire (Senior Fire Prevention Officer)		ISP(A)	***C***
OPERATION AND MAINTENANCE OF FIRE DETECTION AND ALARM SYSTEMS: (Other fire alarm systems)	203	Test call points, detectors and alarms and inspect batteries and generators in accordance with BS 5839.	BS 5839	M	1W	Refer to BS 5839 for call point test procedures. For automatic fire alarm systems see also TB 99/34. All risk assessed frequencies to be approved by DE Specialist Services Fire (Senior Fire Prevention Officer)		ISP(A)	***C***
OPERATION AND MAINTENANCE OF FIRE DETECTION AND ALARM SYSTEMS: (Other fire alarm systems)	204	Test on generator where applicable	BS 5839	M	1M	For automatic fire alarm systems see also TB 99/34. All risk assessed frequencies to be approved by DE Specialist Services Fire (Senior Fire Prevention Officer)		ISP(A)	***C***
OPERATION AND MAINTENANCE OF FIRE DETECTION AND ALARM SYSTEMS: (Other fire alarm systems)	205	Inspect and test battery operation, alarm & ancillary functions	BS 5839	M	3M	For automatic fire alarm systems see also TB 99/34 Frequency may be extended to 6 monthly if installation complies with BS 5839. All risk assessed frequencies to be approved by DE Specialist Services Fire (Senior Fire Prevention Officer)		ISP(A)	***C***
OPERATION AND MAINTENANCE OF FIRE DETECTION AND ALARM SYSTEMS: (Other fire alarm systems)	206	Check detectors, general inspection	BS 5839	M	1Y	For automatic fire alarm systems see also TB 99/34. All risk assessed frequencies to be approved by DE Specialist Services Fire (Senior Fire Prevention Officer)		ISP(A)	***C***

ITEM DESCRIPTION	TASK No	TASK	LEAD REF	INSPECTION STATUS	FREQUENCY	REMARKS	LOCAL RISK ASSESSMENT REF	BY	*Check against Sched B or C in 005 is 003?*
CLOSE CIRCUIT TELEVISION SYSTEMS	207	Visual inspection and operation of camera assemblies	ECA: CP for CCTV INSTALLATIONS	M	1M-3M or as manufacturers recommendation	Frequency variable dependant on risk assessment, operational requirement and conditions.		ISP(A)	***C***
CLOSE CIRCUIT TELEVISION SYSTEMS	208	Check operation and inspect all equipment	ECA: CP for CCTV INSTALLATIONS	M	6M-1Y or as manufacturers recommendation	Frequency variable dependant on risk assessment, operational requirement and conditions.		ISP(A)	***C***
CLOSE CIRCUIT TELEVISION SYSTEMS	209	Internal inspection of cameras, control units	ECA: CP for CCTV INSTALLATIONS	M	6M-1Y or as manufacturers recommendation	Frequency variable dependant on risk assessment, operational requirement and conditions.		ISP(A)	***C***
PUBLIC ADDRESS SYSTEMS AND INSTALLATIONS	210	Inspect and test all components except loudspeakers and override systems		M	3M			ISP(A)	***C***
PUBLIC ADDRESS SYSTEMS AND INSTALLATIONS	211	Inspect, check and test all loud speakers and override systems		M	1Y			ISP(A)	***C***
PUBLIC ADDRESS SYSTEMS AND INSTALLATIONS	212	Check that all location schedules, drawings, instructions etc. are available and up to date		M	5Y			ISP(A)	***C***
INTRUDER ALARM SYSTEMS – AC12 SYSTEMS See note 6.	213	Conduct a visual inspection and functional check of the system	BS 4737	M	3M			ISP(A)	***C***
INTRUDER ALARM SYSTEMS – AC12 SYSTEMS See note 6.	214	Full examination and test including a function check by SSG	BS 4737	M	1Y	As BS 4737 Sec.4.2		ISP(A)	***C***
INTRUDER ALARM SYSTEMS – AC12 SYSTEMS See note 6.	217	Call - outs: a. Resulting from Alarms b. Replacement of commercially available parts and equipment which becomes defective. c. Internal problems or breakdowns	BS 4737	M	As required	BS 4737 Sec 4.1. Item c: Arrange with SSG.		ISP(A)	***C***
LOCAL EXHAUST VENTILATION SYSTEMS (TO COSHH REQUIREMENTS)	219	Inspect, check for damage, wear or malfunction, monitor performance & report	HS(G)37 AND HS(G)54, COSHH REGULATIONS 2002	S	Frequency to be determined by risk assessment under Task 220	To be prepared for Competent Person's examination, see Task 220		ISP(A)	***C***
LOCAL EXHAUST VENTILATION SYSTEMS (TO COSHH REQUIREMENTS)	219.1	Clean, service, adjust and overhaul as necessary all components of the system. Inspect, check for damage, wear or malfunction, monitor performance and report.	HS(G)37 AND HS(G)54, COSHH REGULATIONS 2002	S	1Y	To be prepared, examined and certified for Competent Person's examination.		ISP(A)	***C***
PETROLEUM INSTALLATIONS	221	Maintenance inspection and testing	DE FS07	S	As required			ISP(A)	***C***
PETROLEUM INSTALLATIONS	233	Motor transport service stations - inspect and check all items & calibrate pumps	DE FS07	S	6 M			ISP(A)	***C***
INTRUDER ALARM SYSTEMS – NON AC12 SYSTEMS	234	Conduct a visual inspection and functional check of the system	BS 4737	S	1Y	As BS 4737 Sec.4.2 specialist contractor		ISP(A)	***C***

ITEM DESCRIPTION	TASK No	TASK	LEAD REF	INSPECTION STATUS	FREQUENCY	REMARKS	LOCAL RISK ASSESSMENT REF	BY	*Check against Sched B or C in 005 is 003?*
INTRUDER ALARM SYSTEMS – NON AC12 SYSTEMS	235	Call outs: a. Resetting of alarms b. Replacement of defective parts. c. Control panel problems or breakdowns.	BS 4737	S	As required	Specialist contractor		ISP(A)	***C***
EMERGENCY LIGHTING INSTALLATIONS. Some wiring modifications may be necessary for implementation in some buildings operated 24 hours per day.	236	Test batteries/generator operation	HASAWA BS 5266 Fire Precautions Act, FP (Workplace Regs and OLA)	S	1M	As BS 5266 "Monthly inspection & test"		ISP(A)	***C***
EMERGENCY LIGHTING INSTALLATIONS. Some wiring modifications may be necessary for implementation in some buildings operated 24 hours per day.	236.1	Part discharge tests	HASAWA BS 5266 Fire Precautions Act, FP (Workplace Regs and OLA)	S	6M	As BS 5266 "Six-monthly inspection & test"		ISP(A)	***C***
EMERGENCY LIGHTING INSTALLATIONS. Some wiring modifications may be necessary for implementation in some buildings operated 24 hours per day.	236.2	Full duration tests	HASAWA BS 5266 Fire Precautions Act, FP (Workplace Regs and OLA)	S	3Y	As BS 5266 "Three yearly inspection & test"		ISP(A)	***C***
COLD ROOM SAFETY	237	Inspect, check and test devices	HASAWA DE TB 96/28	S	3M	WARNING: a Safety Operative must attend outside the cold room during this task		ISP(A)	***C***
FIXED MACHINE TOOLS	237.4	Inspection and test	PUWER Regs 1998	S	As required	As DE TB 97/04.		ISP(A)	***C***
GAS INSTALLATION (SAFETY & USE) REGULATIONS	238	Check each appliance for correct operation, test safety devices and ventilation air provisions	A(COP)L56	S	1Y	To be carried out by a CP who is a member of an organisation registered with CORGI		ISP(A)	***C***
GAS INSTALLATION (SAFETY & USE) REGULATIONS	238.1	Inspect all above ground pipework and installations. Check operation of all safety isolation valves. Check gas line diagrams	L56 & L82	M	2Y			ISP(A)	***C***
PRESSURE SYSTEMS-SAFETY REGULATIONS 2000	239	Pressure systems - prepare equipment for examinations under a written scheme of examination, provide attendance and assistance to the CP	The Pressure Systems Safety Regulations: 2000 L122	S	As required under the written scheme	To be carried out by a CP		ISP(A)	***C***
TRANSPORTABLE PRESSURE VESSELS REGULATIONS 2001	241	Transportable gas containers - prepare transportable gas containers for examinations under a written scheme of examination, provide attendance and assistance to the CP	Transportable Pressure Vessels Regulations 2001	S	As required under the written scheme	To be carried out by a CP		ISP(A)	***C***
CATHODIC PROTECTION EQUIPMENT	246	Inspection, repair, maintenance and periodic electrical testing	BS 7361-1:1991	M	1Y	Independent inspection. By a specialist		ISP(A)	***C***
ROAD TRAFFIC BARRIERS	247	Inspection, repair, maintenance and repair as necessary		M	1Y			ISP(A)	***C***
WATER TREATMENT FACILITY	506	Operational biological and chemical sampling, laboratory analysis, monitoring, inspection and reporting of raw and treated water ***and especially***, Drinking Water.	Private Water Supply Regulations, 1991, TICE 148, 22, 40	S	Continuous	To monitor operational performance of treatment facility. TICE 22 & 40		ISP(A)	***C***

ITEM DESCRIPTION	TASK No	TASK	LEAD REF	INSPECTION STATUS	FREQUENCY	REMARKS	LOCAL RISK ASSESSMENT REF	BY	*Check against Sched B or C in 005 is 003?*
SEWAGE TREATMENT WORKS	519	Operational sampling of discharge water, laboratory analysis, monitoring, inspection and reporting against consent limits, advising corrective action if indicated.	Water Resources Act 1991 TICE 18	S	1 M	To monitor operational performance of treatment works. In accordance with Location Specific Consent To Discharge.		ISP(A)	***C***
OIL POLLUTION CONTROL FACILITIES	542	Routine inspection and maintenance of oil separators and other pollution control facilities	Water Resources Act, 1991, TICE 155	S	1 M	Location Specific Consent To Discharge should apply, which may vary these frequencies. Site owner or ISP(A) is not empowered to vary these frequencies.		ISP(A)	***C***
PARACHUTE HANGING SYSTEMS	548	Maintenance and repair of suspension systems	LOLER, 1998 L113	S	6 M-1Y	By Competent Person. Frequency dependant on risk assessment.		ISP(A)	***C***
NON-DOMESTIC EFFLUENT TREATMENT FACILITIES	559	Operational sampling, laboratory analysis, monitoring, inspection and reporting	Water Resources Act 1991, TICE 18	S	6 M	To monitor operational performance of treatment facilities. In accordance with Location Specific Consent To Discharge		ISP(A)	***C***
CONFINED SPACES	567	Maintain register of locations and log of entries effected on establishment	Confined Spaces Regulations, 1997, INDG 258 TB 01/04 L101	S	Continuous			ISP(A)	***C***
CONFINED SPACE ENTRY	850.1	Provide register of locations and log of entries effected on establishment	Confined Space Regulations, 1997, INDG 258 TB 01/04	S	Initial requirement with constant updating as assets are added / removed			ISP(A)	***C***
ASSAULT COURSE	851.1	Maintenance, repair and safety check	TICE 164	M	3 M			ISP(A)	***C***
MICROBIOLOGICAL SAFETY CABINETS	901.1	Check, inspect, dismantle, overhaul, as necessary, all components of the system including make up air, check for damage, wear or malfunction. Carry out CP's inspection.	COSHH Regulations 2002 BS 5726 BS EN 12469: 2000	S	As required	Frequency to be determined following Risk Assessment (select from 3M, 6M, 1W). To be prepared, sterilised and decontaminated by the user for the maintenance and overhaul		ISP(A)	***C***

Schedule D

Safe Systems of Work to be Operated by the ISP(A)

INTRODUCTION

1. Certain assets on the MOD Estate involve working with, or in proximity to, particular hazards. Such assets are site specific and are not detailed in this specification. Current legislation requires that safe systems of work are applied to prevent danger arising when working with, or in proximity to, such hazards. Some hazards require the use of Permit to Work Systems and in these circumstances designated competent persons are appointed to manage and operate such safe systems of work.

1.1 JSP 375 MOD Health and Safety Handbook Volume 3, compiled on behalf of the MOD by DE, contains detailed rules and procedures that are the MOD's safe systems of work for the management and control of significant risk activities on the defence estate. In addition to enabling the MOD to effectively manage and control significant risk activities in a cohesive and consistent manner, it also serves to ensure that the needs of UK legislation are being met and is specifically intended to aid duty holders in the discharge of their responsibility for making certain competent persons are in place. It comprises seven chapters:

Chapter 1	Introduction
Chapter 2	Common Requirements
Chapter 3	Electricity
Chapter 4	Boilers and Pressure Systems, Gas Systems, Medical Gases and Pipelines
Chapter 5	Petroleum
Chapter 6	Confined Spaces
Chapter 7	Working at Height on Masts, Towers and Fixed Access Ways

Note: These chapters form the MOD Safety Rules and Procedures (SRPs), whose implementation is mandatory where MOD has control of the danger.

SAFE SYSTEMS OF WORK

2. The activities, roles, procedures and processes that are required to ensure the proper implementation of all the significant risk activities addressed by chapters 3 to 7 inclusive are contained within chapter 2.

2.1 These arrangements require that designated competent persons are appointed to manage and operate the safe systems of work. These designated competent persons include:

a. Co–ordinating Authorising Engineers.

b. Authorising Engineers (AEs).

c. Co–ordinating Authorised Persons.

d. Authorised Persons (APs).

2.2. The requirement to assess, appoint, monitor and audit each person's involvement in the safe system of work is detailed in JSP 375 Vol 3 Chapter 2.

CO-ORDINATING AUTHORISING ENGINEERS

3. Contractor appointing AEs, shall appoint an individual to undertake the duties of a Co-ordinating AE. The Contractor shall inform the FM of those nominated for appointment. (both Co-ordinating AEs and AEs) who in turn will forward the information to the SAA for formal appointment.

3.1 The Co-ordinating AE's duties include:

a. The co-ordination of the actions of all AEs for all Specialisms.

b. Acting as focal point for Health and Safety related information.

c. Auditing the performance of AEs.

d. Ensuring there is adequate support for all AE Specialisms, including:

(1) A deputy for the Co-ordinating AE(s).

(2) Deputising arrangements for AEs.

(3) Technical assistance for AEs.

(4) Administration.

(5) A Co-ordinating AE shall not perform the duties of an AE for sites within his jurisdiction or geographical location.

3.2 A Co-ordinating AE shall be one of the following:

a. An employee of the Contractor organisation.

b. A consulting Engineer engaged by the ISP(A) organisation to provide the ISP(A) management team functions which may include, or be limited to, AE Duties.

AUTHORISING ENGINEERS

4. The Contractor is required to provide a sufficient number of AEs to meet the needs of each Establishment within the Contract. This is based on the requirement that a full time AE can have no more than 50 AP appointments under his supervision.

Authorising Engineer Role

5. The primary role of an AE is to implement, administer, monitor and audit the application of the SRPs within their area of appointment. Specific roles and duties applicable to each specialism are detailed in the relevant chapter of JSP 375 Vol 3.

Authorising Engineer Suitability Criteria

6. The criteria for ensuring the suitability of the Contractor's employees to be appointed as AEs shall conform to the following:

6.1 To be eligible for appointment, a prospective AE shall:

a. Be a Chartered Engineer, in an appropriate engineering discipline.

b. Have a minimum of five years relevant professional experience.

c. Have completed a MOD approved AP training course[1], including refresher courses on a three year basis, in their nominated discipline and have obtained a satisfactory marking, within the last three years or within a six month period of nomination.

[1] PI 06/07 MOD Approved Training Providers for AE and AP Courses.

d. Have completed a MOD approved AE training course, including refresher courses on a three year basis, and achieved a satisfactory marking, within the last three years or within a six month period of nomination.

e. Be familiar with the different types of equipment, installations and systems in use on the defence estate, relevant to their specialism.

f. Have a basic knowledge of the systems employed and become familiar with the more complex systems, on the site(s) for which they will become responsible.

g. Have successfully attended a First Aid Training course(s), including refresher courses on a three-year basis, appropriate to the AP specialism(s) for which they will become responsible.

h. Be able to demonstrate their competency and suitability for the role by demonstrating a good understanding of the tasks involved and knowledge of the MOD's Safe Systems of Work for each nominated specialism, prior to appointment, through a formal assessment

6.2 An AE shall be one of the following:

a. An employee of the Contractor organisation.

b. A consulting Engineer engaged by the ISP(A) organisation to provide ISP(A) management team functions which may include, or be limited to, AE Duties.

c. An employee of the Authority. This will happen only at certain Establishments and, when it does, full details will be given in the relevant Data Pack.

d. The requirement to be a Chartered Engineer may be waived in exceptional circumstances for nominees with a sound technical engineering background with a minimum of Engineering Technician status, plus a proven minimum of nine years relevant experience in the type of installations and Safe Systems of Work, for which they will become responsible. They must still meet the criteria required in paragraphs 6.1.c to 6.1.h and 6.2.a to 6.2.c of the AE Suitability Criteria above.

6.3 An AE may be appointed to cover more than one AE specialism but this will be restricted to the areas of proven professional expertise of the individual concerned. Proven professional expertise is demonstrated by training, experience and continuous professional development in an engineering discipline.

6.4 Generally, there are three distinct engineering disciplines, which can be related to AE Specialisms; Civil Engineering, Electrical Engineering and Mechanical Engineering. The main AE appointments, related to the engineering discipline, are shown in table D1

ENGINEERING DISCIPLINE	**AE SPECIALISM**
Civil Engineering	Confined Spaces
	Working at Height
Electrical Engineering	HV/LV Electrical Systems
	LV Electrical Systems
	Aeronautical Ground Lighting (AGL)
	Electrical Systems in Hazardous Areas

Mechanical Engineering	Boilers and Pressure Systems
	Petroleum
	Gas Systems
	Medical Engineering Systems

Table D1

6.5 It is possible for an individual engineer to have expertise in more than one engineering discipline, for example, a Chartered Mechanical Engineer may also be a Chartered Electrical Engineer and have proven professional expertise in both disciplines. There are also engineering disciplines which may be acceptable to MOD as being relevant to an AE specialism (Marine Engineering, Structural Engineering and Chemical Engineering are examples).

6.6 In all cases, the nominee must meet the criteria for appointment for the specialism and this includes the requirement for the nominee to have experience relevant to the specialism. The nomination of AEs should be based on an overall limit of three specialisms, which must be identified as being within the proven professional expertise of the nominee.

6.7 Where an AE has no other duties, the AE shall be responsible for no more than 50 AP appointments, regardless of specialism. Where an AE has other duties, the number of AP appointments under the control of the AE shall be reduced in proportion to the time available. In addition, adequate holiday and absence cover should be provided for each AE specialism.

6.8 Adequate cover for absence can be provided for each specialism in a number of ways. The following are deemed to be acceptable methods of providing cover for an AE specialism:

a. An organisation, which has two or more fully qualified AEs for a specialism, can nominate these AEs to deputise for each other.

b. An organisation may engage a suitably qualified consulting engineer, who satisfies the suitability criteria for an AE.

6.9 AE tasks include, but are not limited to:

a. Defining and recording the exact extent of the systems and installations for which each AP is responsible and keeping appropriate records for each Establishment.

b. Maintaining a register or database of APs including their training records and areas of responsibility.

c. Reviewing the competency of each AP by examining the relevant operating records and documents at least twice per year and personally interviewing each AP.

d. Promulgating all operating restrictions, safety notices and any amendments to SRPs to each AP that he is responsible for.

e. Investigating all reported dangerous occurrences within the area of appointment.

f. Instituting and conducting such audits of the APs' activities, the Safe Systems of Work in place, and the documentation used, as required to:

(1) Comply with the SRP as a minimum.

(2) Ensure that Safe Systems of Work are being implemented.

(3) Checking the competency of sub–contractors.

(4) Develop, implement and audit APs competency assessment of sub-contractors' employees.

(5) Monitoring the Safe Systems of Work.

(6) Comprehensively review the effectiveness of the Safe Systems of Work and the procedures in place.

(7) Co-operating with the Establishment's safety organisation in the setting up and running of Safe Systems of Work.

(8) Co–operating with SRPs or other deemed to satisfy documents as defined by DE. In the event of a conflict, the most stringent shall apply.

Appointment Procedures for AEs

7. The appointment procedures for AEs are detailed in JSP 375 Vol 3 Chapter 2.

7.1 On receipt of the Senior Authorising Authority (SAA) approval for the appointment of an AE nominee, the ISP(A) organisation shall appoint the nominee as an AE for the duration of the contract. The appointment shall detail the specialism(s) for which the AE is responsible.

7.2 AEs may be appointed for more than one site. For each site, the ISP(A) shall obtain the approval of the SAA.

7.3 AEs' suitability can be reviewed at any stage should DE consider it necessary. A review will take place at least three yearly. The Contractor will be required immediately to suspend the appointment of an AE, should the SAA approval be withdrawn from an appointee at any time. In this event, the Contractor shall nominate a suitable replacement as soon as is reasonably practicable but in any case within two weeks. During the interim period, the Deputy AE shall take on the role of the AE.

7.4 AEs must not be replaced without the express permission of the SAA, in writing.

7.5 AEs shall not be an employee of a sub–contractor carrying out any sub–contract works on the Contract.

CO-ORDINATING AUTHORISED PERSONS

8. Where more than one AP has been appointed for a system or installation, one of the APs is to be appointed as Co-ordinating AP. A Deputy Co-ordinating AP shall also be appointed to deputise in the absence of the Co-ordinating AP.

8.1 The role of the Co-ordinating AP includes:

a. Co-ordinating the actions of all the APs within the limits of the appointment.

b. Acting as a Health and Safety Focal Point for the APs within the limits of the appointment.

c. Fulfilling the roles and duties defined in the relevant SRP for Co-ordinating AP for that specialism.

8.2 Co-ordinating APs shall be appointed in the same manner as for APs, save that the Co-ordinating APs and Deputy Co-ordinating APs shall be specifically identified as such. The appointment procedures are set out in JSP 375 Vol 3 Chapter 2.

AUTHORISED PERSONS

9. The ISP(A) is required to provide a sufficient number of APs to meet the needs of each site/location within the Contract.

Authorised Person Role

10. The primary role of an AP is the practical application and operation of the SRPs within their area of appointment. The AP has the sole responsibility for the practical application and operation of the SRPs for the systems and applications and within the specialism for which the appointment has been made. Specific duties applicable to each AP specialism are detailed in the relevant chapter of JSP 375 Vol 3.

10.1 AP tasks include, but are not limited to:

a. Defining and recording the exact extent of the systems and installations for which he is responsible and keeping appropriate records for each site and specialism covered by his appointment.

b. Maintaining a register or database of Skilled Persons (SKPs) and Persons in Charge (PIC), including their training records and areas of responsibility.

c. Reviewing the competency of each SKP by personal interviews.

d. Checking the competency of sub-contractors.

e. APs shall carry out competency checks on sub–contractors' employees and keep appropriate records of these checks in an easily retrievable form.

f. Monitoring the Safe System of Work.

g. APs shall monitor the performance of the ISP(A) work force, sub-contractors and their employees in carrying out work.

h. Drawing up safety programmes, checking safety measures and safety equipment (including checking the currency and calibration of critical measuring equipment). Issuing permits, sanctions, standing instructions and other specific written instructions.

i. Instructing operators and other personnel on safe methods of work and on the hazards arising from improper operation or departure from permitted procedures.

j. Co-operating with the theatre safety organisation in the setting up and running of Safe Systems of Work within theatre.

k. APs shall report to the Co-ordinating AP and to the AE the details of all dangerous occurrences, and co-operate fully with any investigation.

l. Fulfil additional discipline specific duties as described within other chapters of JSP 375 Vol 3.

Authorised Person Suitability Criteria

11. The criteria for ensuring the suitability of the ISP(A) employees to be appointed as APs shall conform to the following. For each appointment the AP shall:

a. Hold a Technical qualification of minimum ONC, or equivalent in an appropriate discipline.

b. Meet the age criteria of the relevant SRP.

c. Meet the minimum experiential requirement of the relevant SRP. This experience can be:

(1) Previous experience as an AP, or

(2) Controlling safe systems of work with another organisation covering work of the same discipline, or

(3) Previous experience in maintenance and operation covering work of the same discipline.

d. Have completed an MOD approved AP training course in their nominated specialism, including refresher courses, and obtained a satisfactory marking, as detailed in the relevant SRP. If the requirement is not detailed in the relevant SRP, then the AP shall have completed an MOD approved AP training course in their nominated specialism, including refresher courses, and obtained a satisfactory marking, within the last three years or within a six month period of nomination.

e. Have a demonstrable knowledge of the MOD safe systems of work for their nominated specialism.

f. Have undertaken familiarisation training on the site(s), for which they will be authorised, in order that they are technically competent and conversant with the different types of equipment, installations and systems in use.

g. Be an employee of the ISP(A) organisation and be part of the site-based team. Under no circumstances will they be permitted to be sub-contractors carrying out any sub-contract works.

h. Be able to show their competency and suitability for the role by demonstrating a good understanding of the tasks involved and knowledge of the MOD's safe systems of work for the nominated specialism, prior to appointment or re-appointment, through a formal assessment by the AE.

i. Be trained in medical First Aid, including refresher courses on a three-year basis, appropriate to the AP specialism(s) for which they will become authorised.

j. Understand that their continuing appointment depends upon the proper and thorough execution of the duties of the AP, which will be audited from time to time by the AE.

k. The requirement to hold a Technical qualification may, exceptionally, be waived in exceptional circumstances for nominees with a sound technical engineering background. These nominees must hold a trade qualification in a relevant skill, plus a proven minimum of nine years relevant experience in the type of installations and safe systems of work, for which they will become responsible. They must still meet the criteria required in b. to j. of the AP suitability criteria above.

Schedule E

Building Regulation Compliance - Facility Management

INTRODUCTION

1. Policy Instruction (PI) 02/10 provides details on the application of the MOD Building Control Compliance System (BCCS). This document supersedes Technical Bulletin (TB) 01/26 'The Method of Operation of the MOD Building Control Compliance System' and the 'Supporting Document for The Method of Operation of the MOD Building Standards Compliance System (Prime Contracting)'. The PI, at Appendix 1, follows the principles of the Prime Contracting Supporting Document and as such compliance with this document does not provide additional cost implication to Prime Contracts.

2. It should be noted Building Regulations approval is completely separate and may be in addition to obtaining Planning Permission for work carried out on the Defence estate. For clarification on what requires Planning Permission, advice should be sought from Principal Planning Officer, DE PTS on 0121 311 3853.

Appendix

1. PI 02/10 – MOD Building Control Compliance System – dated 25 Feb 10.

MINISTRY OF DEFENCE

Property Directorate

DEFENCE ESTATES
Delivering Estate Solutions to Defence Needs

POLICY INSTRUCTION

MOD BUILDING CONTROL COMPLIANCE SYSTEM

Number: PI 02/10

Property Directorate Sponsor: Ray Dickinson	Date of issue: 25 Feb 10
Contact if different from Property Directorate Sponsor: Tracy Price, Principal Building Surveyor, Building Standards Team, Professional and Technical Services, DE Ops North	
Who Should Read this: Any parties involved in the construction process on the MOD estate i.e. Top Level Budget Holders, Project Sponsors, MOD Project Managers, IPT team members and external contractors.	
When it takes effect: Immediately	When it is due to expire: 25 Feb 11

Estate Management

Equality And Diversity Impact Assessment

This policy has been Equality and Diversity Impact Assessed in accordance with the Department's Equality and Diversity Impact Assessment Tool against:

Part 1 Assessment Only (no diversity impact found).

1. Document aim: The aim of this Policy Instruction is to clarify the mandatory requirements on achieving compliance with the Building Regulations for building works undertaken on the MOD estate. This document supersedes Technical Bulletin 01/26-The Method of Operation of the Building Control Compliance System.

Contents

Annexes

1 INTRODUCTION

1.1 This PI provides details on the application of the MOD Building Control Compliance System (BCCS) across the MOD estate. This document supersedes DE document Technical Bulletin (TB) 01/26 'The Method of Operation of the MOD Building Control Compliance System' and the 'Supporting Document for The Method of Operation of the MOD Building Standards Compliance System (Prime Contracting)'. This PI follows the principles of the Prime Contracting Supporting Document and as such compliance with this document does not provide additional cost implication to Prime Contracts.

1.2 It should be noted Building Regulations approval is completely separate and may be in addition to obtaining Planning Permission for work carried out on the Defence estate. For clarification on what requires Planning Permission, advice should be sought from Principal Planning Officer, DE PTS on 0121 311 3853.

2 KEY TERMS

2.1 The following are key terms used in this document:

BCA means Building Control Advisor: The BCA is appointed by the Contractor to carry out an independent third party inspection and certification process on MOD construction projects to ensure compliance with the design solutions as contained within the Approved Documents that support the Building Regulations 2000 (as amended) or equivalent. This individual must be suitably qualified and experienced in Building Control and currently working as a Building Control Practitioner.

BCB means Building Control Body: a local authority or approved inspector.

BCCS means Building Control Compliance System.

CCERT means Compliance Certifier: where appropriate the CCERT completes and signs the MOD BCCS certificates to confirm the building work complies with the design solutions as contained within the Approved Documents that support the Building Regulations 2000 (as amended). This individual is a nominated role within the Contractors team and is usually performed by the contractors' Project Manager.

CFS means Crown Fire Standards: CFS is mandatory for all projects on the MOD estate and is delivered through DFRMO.

Contractor means the person, individual or a partnership who, by the Contract, undertakes to carry out Works and/or perform the Services, or both for the MOD in accordance with the Contract.

CPM means Contractors Project Manager.

DE means Defence Estates: an organisation of MOD.

DE BST means Defence Estates Building Standards Team: as Subject Matter Experts in Building Surveying for Defence Estates the Building Standards Team provides advice and guidance to all MOD customers with regard to all matters relating to the Building Regulations, associated legislation, materials and components, building pathology and the implementation of the MOD BCCS. The team is based at DE Sutton Coldfield.

DE PBS means Defence Estates Principal Building Surveyor: the technical authority for Building Regulations on the MOD Estate.

DE PM means Defence Estates Project Manager.

DFRMO means Defence Fire Risk Management Organisation: the technical authority for policy, operation and interpretation of the CFS is delegated to the Head of Fire Safety for DFRMO.

EBMS means Estate Business Management System: mandated by DE Management Board as the repository for all strategic high level processes on the Defence estate.

IPT means Integrated Project Team: A team of professionals created to deliver a specific project on behalf of DE / MOD.

MOD means Ministry of Defence.

PFO means Project Fire Officer: A PFO is allocated to all construction projects by DFRMO as the authority for the application of CFS.

PM means Project Manager.

3 THE BUILDING REGULATIONS

3.1 Introduction

3.1.1 The Building Regulations are derived from powers contained within the Building Act 1984. They exist principally to ensure the health, safety, welfare and convenience of people in and around buildings and the water and energy efficiency of buildings. Within the UK, the geographical location of the work determines which Building Regulations apply ie England and Wales, Scotland and Northern Ireland. The content, format and philosophy of the Regulations vary and it is, therefore, essential that the correct legislation for the location of the work is applied.

3.1.2 For building work in overseas locations, the England and Wales Regulations and standards apply with the addition of any Host Nation requirements which set higher standards. A separate PI is to be written detailing the application of Building Regulations in overseas locations and remote overseas stations.

3.1.3 Regulations and standards differ in each country of the UK. The latest and most current legislation must be used for each location:

England & Wales	Statutory Instrument 2000/2531 - The Building Regulations 2000 (as amended)
Scotland	The Building Standards (Scotland) Regulations 1990 (as amended)
Northern Ireland	The Building Regulations (Northern Ireland) 2000 (as amended)

3.1.4 Currently the Crown has immunity from the Building Regulations however this is superseded by MOD policy which mandates that all building works must comply with the minimum standards imposed by the Building Regulations.

3.1.5 In Scotland the majority of MOD works are exempt from the procedural requirements of the Building Regulations, but not the technical requirements. For clarification specific reference should be made to the Building (Scotland) Act 2003 (Exemption for Defence and National Security) Order 2009 or DE PBS.

3.1.6 The Technical Authority for Building Regulations on the MOD estate is the DE PBS.

3.1.7 To achieve compliance Defence Estates has developed the MOD BCCS. This system is based upon a third party system of inspection and certification carried out by a Building Control Specialist known as a Building Control Advisor[1] (BCA). This process is described further in Annexes A & B. The use of third party certification follows the adopted practice of other Government departments and the Private sector which uses Local Authority Building Control or Approved Inspectors (Building Control Bodies).

3.1.8 The MOD BCCS requires that all building works are certified as being compliant with the design solutions contained within the Approved Documents which support the Building Regulations (or Technical Handbook or Technical Booklets in Scotland and Northern Ireland).

3.2 Application of Building Regulations – Building work

3.2.1 Building work is defined in the Building Regulations appropriate to the location of the project and includes the following;

- The erection and extension of a building and alterations to and within a building such as the renovation or replacement of cladding, roof coverings and windows.
- The provision or extension of a controlled service and fitting in or in connection with a building, such as providing a new heating system.
- A material alteration of a building or controlled service or fitting. Whereby work carried out makes the building or controlled service or fitting not comply when it previously it did or when work on the building or controlled service that did not comply being more unsatisfactory. For example after the refurbishment of a building with level access, the building has stepped access.
- A material change of use of a building, for example a building used as a dwelling where previously it was not, will invoke compliance with the requirements of certain parts of the Building Regulations. The parts applicable will depend on the type of change of use.

3.2.2 Further guidance on the definition of Building Work should be sought from the project third party specialist known as the Building Control Adviser or from the DE BST based in Sutton Coldfield.

3.3 Other Legislation

3.3.1 In addition to the application of the Building Regulations there is other legislation and MOD policy that is applicable to building works.

3.3.2 It is a contractual requirement to ensure compliance with all these standards and policy where applicable.

3.4 Crown Fire Standards

3.4.1 The CFS are Mandatory for all works projects on the MOD estate. The CFS generally requires higher fire standards than that of the Building Regulations as they exist to cover asset protection in addition to life safety.

3.4.2 The Authority for the application of the CFS is vested in the PFO assigned to the construction project. The Technical Authority for policy, operation and interpretation of the CFS is delegated to the Head of Fire Safety for DFRMO.

3.4.3 There is a requirement for the PFO to certify that the design and completed works comply with the provisions of CFS and associated legislation through the issue of Certificate A (Design Approval Certificate) and Acceptance Certificate (Completion of Works Certificate). For further information on the application of the CFS reference should be made to DE EBMS 2.8 Defence Fire and Rescue Service Process and Procedures, copies can be obtained from contacting the Senior Fire Safety

[1] This individual must be suitably qualified, experienced in Building Control and currently working as a Building Control Practitioner.

Manager for DFRMO on 0121 311 3664.

4 THE COMPLIANCE PROCEDURE

4.1 There are two routes for MOD construction projects to achieve compliance with the MOD BCCS. These are; Minor Work(s) projects up to £50K which are controllable under Building Regulations and Projects over £50K which are controllable under Building Regulations.

4.2 The compliance procedure for both routes mandate the issue of certification at specified points within the projects to DE PBS; this is described further in Annex B. Certification is provided by the CCERT for the project. This individual is a nominated role within the Contractors team and is usually performed by the Contactors' PM. The certificates provide the declaration that the works comply with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations. However, as it is unlikely that this person will have the necessary skills and experience in Building Control the MOD BCCS mandates the appointment of an independent third party.

4.3 This independent third party is known as the BCA. As defined in the key terms they must be independent from the design and construction process and they must be suitably qualified and experienced in Building Control - experience of working as a Building Control Surveyor is essential.

4.4 **Minor Work(s) projects up to £50K which are controllable under Building Regulations**

4.4.1 There are two certification procedures for minor works with a value up to £50K, the C10A and C10B, depending on the type of works being undertaken, which are detailed below;

4.4.2 **C10A**

4.4.3 The C10A Certificate is the declaration that a single project on one MOD site which is 'controlled work' as defined within the Building Regulations with a value of less than £50K will comply with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations

4.4.4 The Compliance Certifier need only submit this certificate once prior to works commencing to DE Principal Building Surveyor - Building Standards Team, Professional and Technical Services, DE Operations North, to certify that the planned project will be designed and constructed in accordance with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations.

4.4.5 **This process does not negate the need for BCA assessment/input for controllable works of a value less than £50K.**

4.4.6 **C10B**

4.4.7 The C10B Certificate is the declaration that a series of construction projects on a single MOD site which are controlled works as defined within the Building Regulations with a value of less than £50K will comply with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations. It is intended for the C10B will be used at the start of the FY where minor works are programmed, as a result, the certificate will act as an undertaking that the works will comply. This will give DE BST visibility of the types of works being undertaken.

4.4.8 The £50K figure applies to each individual project. A series of projects which individually have a value of up to £50K can be incorporated into a single C10B Certificate by providing individual project details on sheet 2 of the certificate.

4.4.9 The Compliance Certifier should submit the certificate to DE Principal Building Surveyor - Building Standards prior to works commencing to certify that the planned projects will be designed and

constructed in accordance with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations.

4.4.10 In the case of Prime Contracts or large contracts on the MOD estate, where minor new works are planned in advance the C10B can be submitted on a quarterly basis, or as agreed with the Principal Building Surveyor - Building Standards Team, Professional and Technical Services, DE Operations North.

4.4.11 **This process does not negate the need for BCA assessment/input for controllable works of a value less than £50K.**

4.5 **Projects over £50K which are controllable under Building Regulations**

4.5.1 Upon completion of the design drawings the CCERT must issue a BCCS C1 DESIGN COMPLIANCE CERTIFICATE. Copies must be sent to: DE PBS - BST, Sutton Coldfield; the PFO; the DE PM. The BCA should be aware of the issue of a Certificate A under the DFRMO processes at this point in the design process.

4.5.2 The C1 Certificate is the declaration that the proposed design of all Controlled Work with a value over £50K complies with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations. The certificate should be submitted to DE Principal Building Surveyor - Building Standards Team, Professional and Technical Services, DE Operations North, by the Compliance Certifier on completion of the design for the project. This is in addition to the Certificate A issued by the Project Fire Officer.

4.5.3 **Note1**

Completion of the design is the stage at which the design drawings have evolved sufficiently to allow the BCA to provide certification that the design complies fully with the design solutions as detailed within the Approved Document which support the Building Regulations (or equivalent in Scotland and Northern Ireland)

4.5.4 **Note 2**

The design has a maximum life for Building Regulations compliance of 3 years from the date of signature by the Building Control Advisor by which works must commence on site. Works commenced after 3 years will require a further design review to ensure compliance with the current design solutions contained in the Approved Documents (or equivalent) that support the Building Regulations.

The Building Regulations are continually reviewed and updated and this 3 year design expiry life will ensure that outdated designs are not delivered to site resulting in buildings which contravene current regulations.

4.5.5 Upon Completion of the design drawings for structural items the CCERT must issue a BCCS C2 STRUCTURAL DESIGN CERTIFICATE. Copies must be sent to: DE PBS - BST, Sutton Coldfield; the PFO; the DE PM.

4.5.6 The C2 certificate is the declaration that the structural design and calculations have been checked by a **third party** for compliance with the appropriate European Codes and MOD Standards. The certificate is to be submitted to DE Principal Building Surveyor - Building Standards Team, Professional and Technical Services, DE Operations North, at the **Design Completion Stage** of the project.

4.5.7 In this case **'third party'** can mean:

a. Structural Engineer from the same practice that carried out the original design but who has not had an involvement in the design process, or

b. Structural Engineer from a different practice.

4.5.8 Upon commencement of the works on site the CCERT must issue a BCCS N1 NOTIFICATION OF COMMENCEMENT OF WORKS ON SITE CERTIFICATE. Copies must be sent to: DE PBS - BST, Sutton Coldfield; the PFO; the DE PM.

4.5.9 Upon completion of the works on site the CCERT must issue a BCCS C3 CONSTRUCTION COMPLIANCE CERTIFICATE. Copies must be sent to: DE PBS - BST, Sutton Coldfield; the PFO; the DE PM. It is important that a copy of the C3 is sent to the PFO. A copy of the C3 is required for the PFO to issue and Acceptance Certificate under CFS for the project.

4.5.10 This is the declaration that the building work carried out on site and as described in the C1 and C2 (where appropriate) complies with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations. The certificate is to be submitted to DE Principal Building Surveyor - Building Standards Team, Professional and Technical Services, DE Operations North, by the Compliance Certifier on completion of the works on site.

4.5.11 Annex A depicts the roles of individuals within the compliance procedure; the compliance procedure is depicted in Annex B. The compliance procedure in Annex B is incorporated into the DE EBMS 2.5.6.1.

4.5.12 Copies of all BCCS certificates are attached in Annex C. These certificates are also available electronically from DE BST.

4.5.13 It is the Contractors responsibility to provide the BCA as part of his supply chain. It is envisaged that a partnering approach will develop between the Contractor and the BCA to ensure there is liaison on projects prior to contract award.

5 THE DETERMINATION PROCEDURE

5.1 The certification part of the system relies on the BCA and the CCERT ensuring full compliance with the Design Solutions as contained within the Approved Documents (or as appropriate in Scotland and Northern Ireland) that support the Building Regulations. Where this cannot be achieved or where it may be unreasonable due to operational requirements the CCERT must submit a request for a Determination of Building Regulations to the DE PBS. A Determination request form is available, BCCS D1 Form, at Annex D.

5.2 On receipt of the application, the DE PBS will consider the application, giving due cognisance to other relevant legislation. It should be noted that a determination is a method of considering alternative designs and procedures, which may still achieve compliance. It is not a relaxation or dispensation from the requirements. Determinations will not be granted based purely on cost or omission.

6 VERIFICATION OF BUILDING CONTROL COMPLIANCE

6.1 Upon receipt of any of the BCCS Certificates and / or checking DE internal systems the DE Principal Building Surveyor may select a project for Verification. This process involves an assessment of the project to check compliance with the procedures of the BCCS and Building Regulations interpretation. This check is intended to monitor the performance of the BCCS and not to operate as an approval procedure.

6.2 When a project has been selected for Verification the Contractor and DE PM will be notified in writing. There is a requirement to complete and submit the BCCS V1 form. This form identifies the legislation under which the building has been designed and constructed, the name of the BCA appointed for the project and project value and location.

6.3 The Contractor is required under the verification process to submit drawings and calculations to the

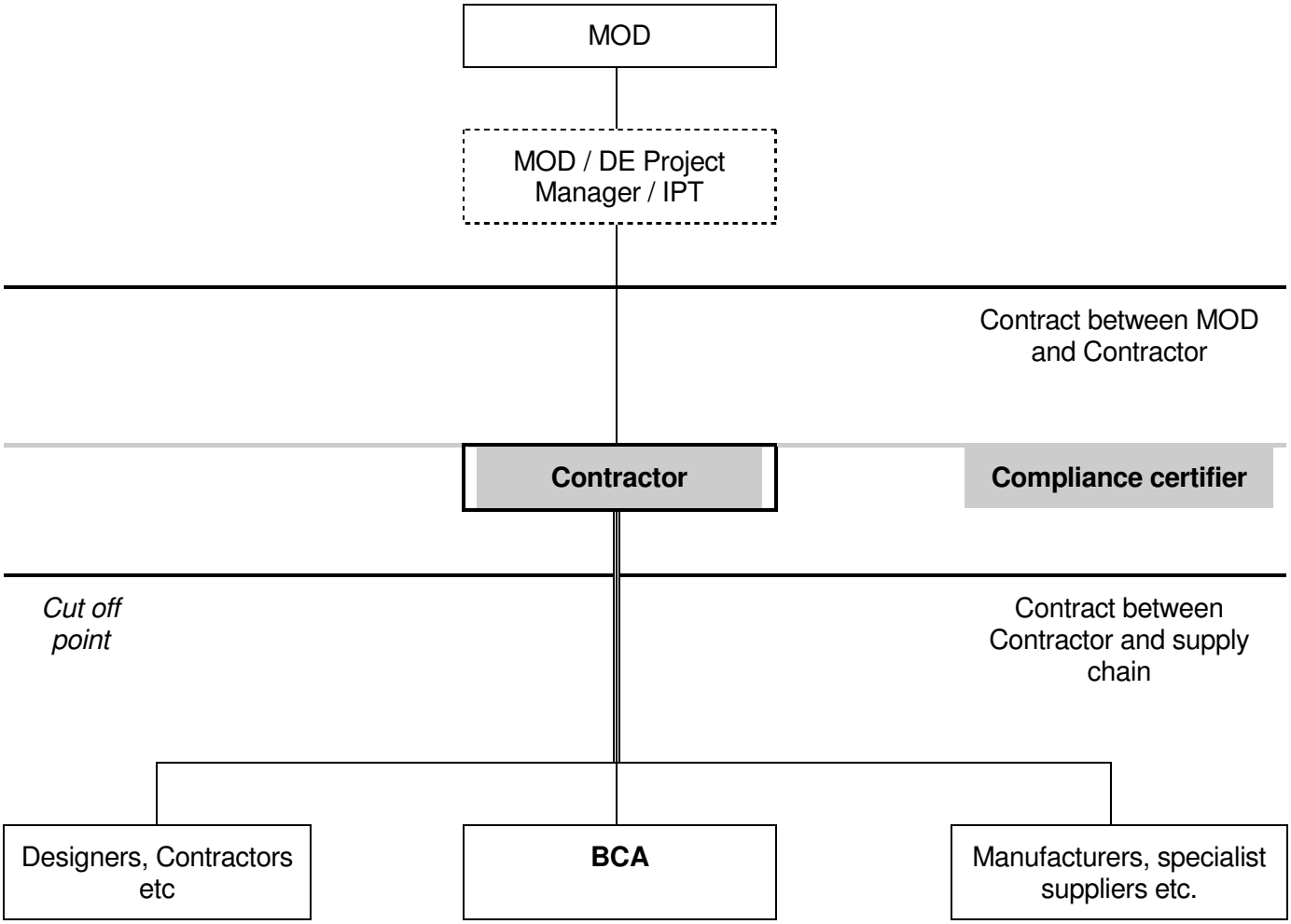
DE PBS. The verification will be dealt with by DE BST. It should be noted that:

i. DE BST is not responsible for approving the project for compliance with the Building Regulations.

ii. DE BST is not permitted to give instructions or offer advice to the Contractor, his team or any other contractor appointed to manage the procurement of building work unless specifically authorised to do so by the MOD authority.

iii. The costs incurred through participation and completion of the Verification process shall be treated as an IPT Project Risk and will be the responsibility of the Contractor.

ANNEX A - THE BUILDING CONTROL COMPLIANCE SYSTEM ROLES AND RESPONSIBILITIES FLOWCHART



The flowchart indicates the relationship between MOD, the Contractor and his supply chain.

The *'cut off point'* is the point where responsibility stops with regard to providing third party certification. The Contractor relies on the BCA for Building Control advice but may not pass on the duties to the designer, contractor or any other individual or firm involved in the work which would result in 'self certification'.

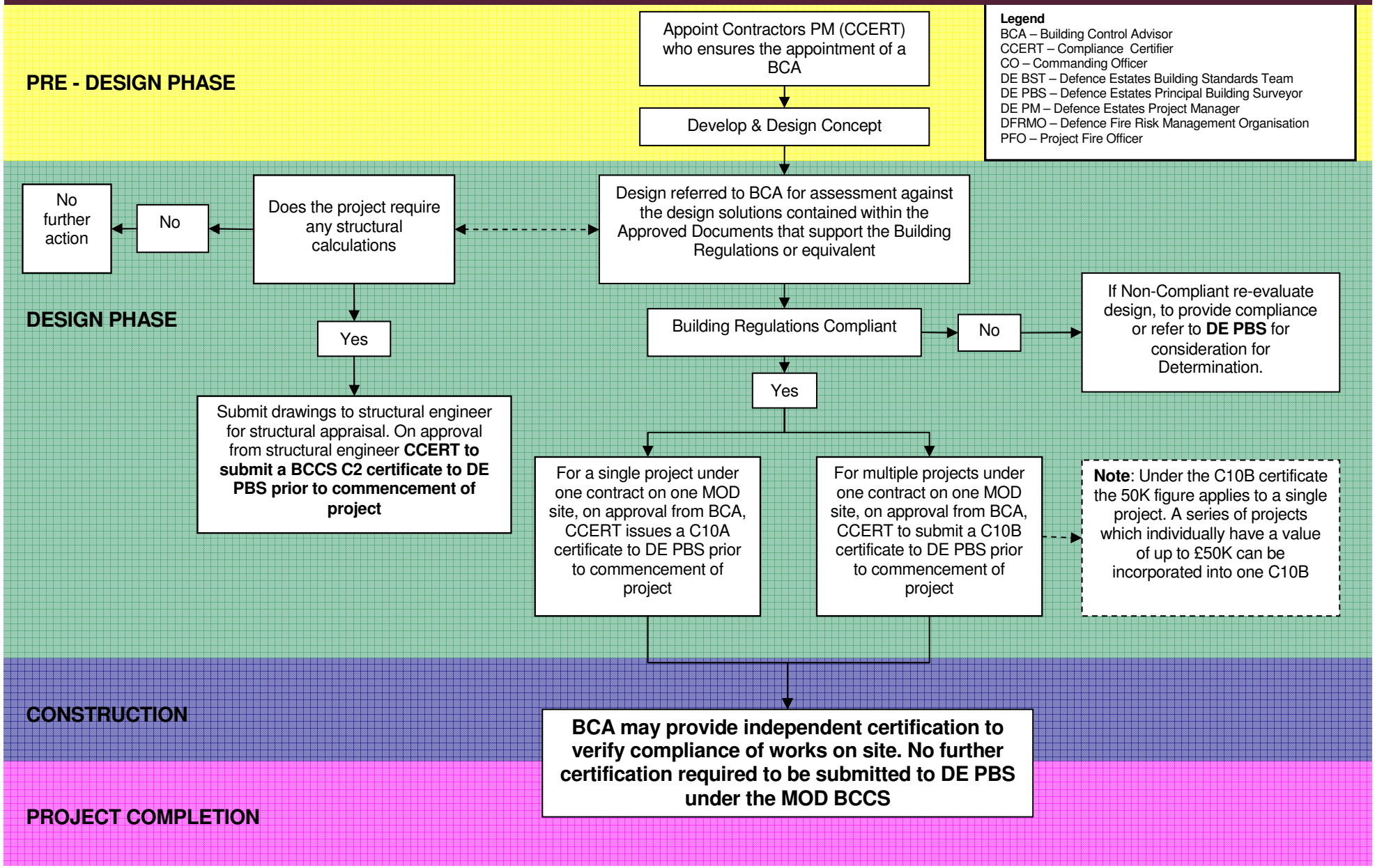
ANNEX B – (DEFENCE ESTATES) ESTATE BUSINESS MANAGEMENT SYSTEM - REFERENCE 2.5.6.1

The Estates Business Management System (EBMS) is intended for use as the primary source of information for high level estates processes throughout DE and all its customers.

The following flowcharts depict the process for minor works under £50K and projects over £50K that involve works subject to Building Regulations compliance.

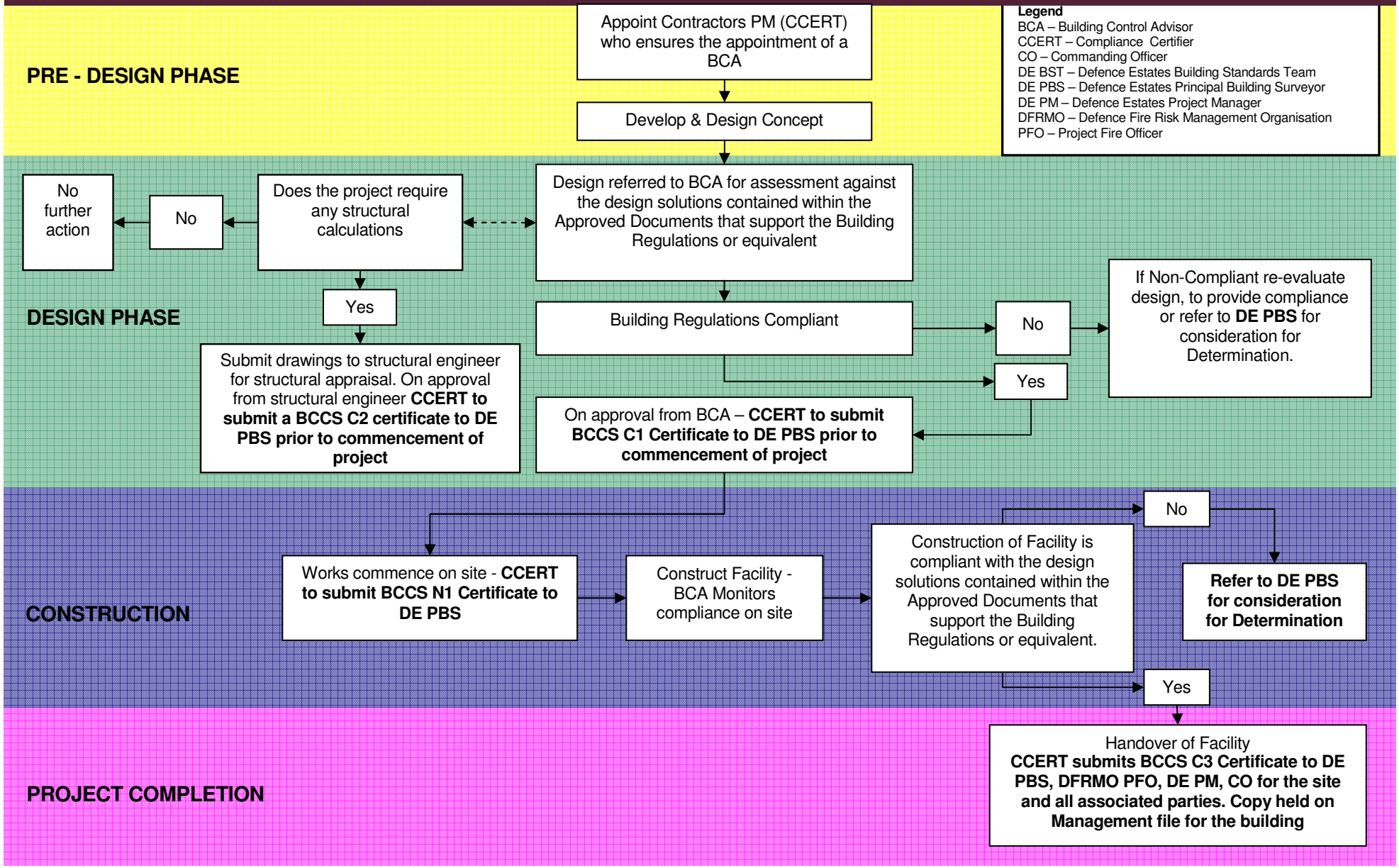
2.5.6.1 MOD BUILDING CONTROL COMPLIANCE SYSTEM (Rev A)

Method of Compliance with Building Regulations on MOD Construction Projects – Minor Works Project(s) up to £50K which are controllable under Building Regulations



2.5.6.1 MOD BUILDING STANDARDS COMPLIANCE SYSTEM (Rev A)

Method of Compliance with Building Regulations on MOD Construction Projects – Projects over £50K which are controllable under Building Regulations



ANNEX C

THE MOD BCCS CERTIFICATES

1. The attached certificates cannot be modified without prior approval from DE PBS. The certificates are available on request in word format from DE BST, and can be submitted electronically when completed.

2. The MOD PM refers to the PM acting on behalf of MOD. This Policy Instruction is distributed pan MOD including trading funds where it is not anticipated that a DE PM will be appointed for the project.

3. For clarification the CCERT where appropriate the CCERT completes and signs the MOD BCCS certificates to confirm the building work complies with the design solutions as contained within the Approved Documents that support the Building Regulations 2000 (as amended). This individual is a nominated role within the Contractors team and is usually performed by the contractors' Project Manager.

4. For clarification the BCA is appointed by the contractor to carry out an independent third party inspection and certification process (BCCS) on MOD construction projects to ensure compliance with the design solutions as contained within the Approved Documents that support the Building Regulations 2000 (as amended) or equivalent. This individual must be suitably qualified and experienced in Building Control and currently working as a Building Control Practitioner.

5. The stages referred to in the certificates are to be taken as follows:

   Design Compliance is the stage at which the design drawings have evolved sufficiently to allow the BCA to provide certification that the design complies fully with the design solutions as detailed within the Approved Documents which support the Building Regulations (or equivalent in Scotland and Northern Ireland).

   Notification of Commencement of Works is the stage at which construction commences on site.

   Construction Compliance is the stage at which the works are completed on site and is ready for handover, and occupation and/or use by the client.

5. An example of each certificate is provided with a guidance note on their use.

MOD BUILDING CONTROL COMPLIANCE SYSTEM
BUILDING REGULATIONS - COMPLIANCE FOR MINOR WORKS CERTIFICATE (SINGLE)
C10A

Explanatory Note

The C10A Certificate is the declaration that a single project on one MOD site which is 'controlled work' as defined within the Building Regulations with a value of less than £50K will comply with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations.

The Compliance Certifier need only submit this certificate once prior to works commencing to DE Principal Building Surveyor - Building Standards Team, Professional and Technical Services, DE Operations North, to certify that the planned project will be designed and constructed in accordance with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations.

This process does not negate the need for BCA assessment/input for controllable works of a value less than £50K.

MOD BUILDING CONTROL COMPLIANCE SYSTEM

BUILDING REGULATIONS COMPLIANCE FOR MINOR WORKS CERTIFICATE (SINGLE WORKS) C10A

To be submitted to:	Copied to:
DE Principal Building Surveyor Building Standards Team Professional & Technical Services Defence Estates Operations North Kingston Road Sutton Coldfield West Midlands, B75 7RL	MOD Project Manager Project Fire Officer Building Control Adviser

Description of Work	
Site Address	
Start Date	

Not withstanding anything to the contrary contained in this certificate, this firm is obliged to exercise all reasonable skill, care and diligence in the performance of the services required under this Contract and this firm shall not be liable except to the extent that it has failed to exercise all reasonable skill, care and diligence and this certificate shall be construed accordingly.

We undertake that the designs produced and the works constructed in performance of this contract will be examined by a Building Control Adviser[2] not involved in the design process to ensure that: -

a. Reasonable skill, care and diligence has been exercised in the development of these designs.
b. The design principles, the design calculations and drawings produced comply with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations.
c. We confirm that all works on site have been completed in accordance with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations.
d. Variations from the design solutions contained within the Approved Documents or equivalent have been approved by DE Principal Building Surveyor - Building Standards Team.

BUILDING CONTROL ADVISERS DETAILS			
Signed		BCA Qualifications	
Name		Position in Firm	
Name of Firm		Date	
Address			
Telephone No		Email Address	

COMPLIANCE CERTIFIERS DETAILS			
Signed			
Name		Position in Firm	
Name of firm		Date	
Address			
Telephone No		Email Address	

[2] Building Control Adviser, as defined in the MOD Policy Instruction on the Building Control Compliance System.

MOD BUILDING CONTROL COMPLIANCE SYSTEM
BUILDING REGULATIONS - COMPLIANCE FOR MINOR WORKS CERTIFICATE (MULTIPLE WORKS)
C10B

Explanatory Note

The C10B Certificate is the declaration that a series of construction projects on a single MOD site which are controlled works as defined within the Building Regulations with a value of less than £50K will comply with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations.

The £50K figure applies to each individual project. A series of projects which individually have a value of up to £50K can be incorporated into a single C10B Certificate by providing individual project details on sheet 2 of the certificate.

The Compliance Certifier should submit the certificate to DE Principal Building Surveyor - Building Standards prior to works commencing to certify that the planned projects will be designed and constructed in accordance with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations.

In the case of Prime Contracts or large contracts on the MOD estate, where minor new works are planned in advance the C10B can be submitted on a quarterly basis, or as agreed with the Principal Building Surveyor - Building Standards Team, Professional and Technical Services, DE Operations North.

This process does not negate the need for BCA assessment/input for controllable works of a value less than £50K.

MOD BUILDING CONTROL COMPLIANCE SYSTEM

BUILDING REGULATIONS COMPLIANCE FOR MINOR WORKS CERTIFICATE (MULTIPLE WORKS)
C10B (Page 1 of 2)

To be submitted to:	Copied to:
DE Principal Building Surveyor Building Standards Team Professional & Technical Services Defence Estates Operations North Kingston Road Sutton Coldfield West Midlands, B75 7RL	MOD Project Manager Project Fire Officer Building Control Adviser

Site Address	

Not withstanding anything to the contrary contained in this certificate, this firm is obliged to exercise all reasonable skill, care and diligence in the performance of the services required under this Contract and this firm shall not be liable except to the extent that it has failed to exercise all reasonable skill, care and diligence and this certificate shall be construed accordingly.

We undertake that the designs produced and the works constructed in performance of this contract will be examined by a Building Control Adviser[3] not involved in the design process to ensure that: -

a. Reasonable skill, care and diligence has been exercised in the development of these designs.
b. The design principles, the design calculations and drawings produced comply with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations.
c. We confirm that all works on site have been completed in accordance with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations.
d. Variations from the design solutions contained within the Approved Documents or equivalent have been approved by DE Principal Building Surveyor - Building Standards Team.

BUILDING CONTROL ADVISERS DETAILS			
Name		BCA Qualifications	
Name of Firm		Position in Firm	
Address		Date	
Telephone No			
Email Address			
COMPLIANCE CERTIFIERS DETAILS			
Signed			
Name			
Name of firm		Position in Firm	
Address		Date	
Telephone No			
		Email Address	

[3] Building Control Adviser, as defined in the MOD Policy Instruction on the Building Control Compliance System.

MOD BUILDING CONTROL COMPLIANCE SYSTEM

BUILDING REGULATIONS COMPLIANCE FOR MINOR WORKS CERTIFICATE (MULTIPLE WORKS)
C10B (Page 2 of 2)

Multiple Project Details

Building Number	
Description of Works	
Start Date	

Building Number	
Description of Works	
Start Date	

Building Number	
Description of Works	
Building No	

Building Number	
Description of Works	
Start Date	

Building Number	
Description of Works	
Start Date	

Building Number	
Description of Works	
Start Date	

Building Number	
Description of Works	
Start Date	

Building Number	
Description of Works	
Start Date	

Building Number	
Description of Works	
Start Date	

Building Number	
Description of Works	
Start Date	

MOD BUILDING CONTROL COMPLIANCE SYSTEM
BUILDING REGULATIONS – DESIGN COMPLIANCE CERTIFICATE
C1

Explanatory Note

The C1 Certificate is the declaration that the proposed design of all Controlled Work with a value over £50K complies with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations. The certificate should be submitted to DE Principal Building Surveyor - Building Standards Team, Professional and Technical Services, DE Operations North, by the Compliance Certifier on completion of the design[4] for the project. The BCA should be aware of the issue of a Certificate A under the DFRMO processes at this point in the design process. The C1 form is in addition to the Certificate A[5] issued by the Project Fire Officer.

NOTE

The design has a maximum life for Building Regulations of 3 years from the date of signature by the Building Control Advisor by which works must commence on site. Works commenced after 3 years will require a further design review to ensure compliance with the current design solutions contained in the Approved Documents (or equivalent) that support the Building Regulations.

The Building Regulations are continually reviewed and updated and this 3 year design expiry life will ensure that outdated designs are not delivered to site resulting in buildings which contravene current regulations.

[4] **Completion of the design** is the stage at which the design drawings have evolved sufficiently to allow the BCA to provide certification that the design complies fully with the design solutions as detailed within the Approved Document which support the Building Regulations (or equivalent in Scotland and Northern Ireland)

[5] **Certificate A** is the certificate issued by the Project Fire Officer under the EBMS 2.8 Defence Fire and Rescue Processes and Procedures which confirms compliance of Fire safety issues at completion of design.

MOD BUILDING CONTROL COMPLIANCE SYSTEM

BUILDING REGULATIONS DESIGN COMPLIANCE CERTIFICATE C1

To be submitted to:	Copied to:
DE Principal Building Surveyor Building Standards Team Professional & Technical Services Defence Estates Operations North Kingston Road Sutton Coldfield West Midlands, B75 7RL	MOD / DE Project Manager Project Fire Officer Building Control Adviser

by the **Compliance Certifier** on completion of the design drawings.

Description of Works	
Location	
Contract / MOD Reference No	

Not withstanding anything to the contrary contained in this certificate, this firm is obliged to exercise all reasonable skill, care and diligence in the performance of the services required by this contract and this firm shall not be liable except to the extent that it has failed to exercise all reasonable skill, care and diligence and this certificate shall be construed accordingly.

I certify that the designs produced for this project have been examined by a Building Control Adviser[6] not involved in the design process to ensure that ;

a. Reasonable skill, care and diligence has been exercised in the development of these designs.
b. The design principles, the design calculations and drawings produced comply with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations.
c. Variations from the design solutions contained within the Approved Documents or equivalent have been approved by DE Principal Building Surveyor - Building Standards Team.

BUILDING CONTROL ADVISERS DETAILS			
Signed		BCA Qualifications	
Name		Position in Firm	
Name of Firm		Date **see note** [7]	
Address			
Telephone No		Email Address	

COMPLIANCE CERTIFIERS DETAILS			
Signed			
Name		Position in Firm	
Name of firm		Date	
Address			
Telephone No		Email Address	

[6] Building Control Adviser, as defined in the MOD Policy Instruction on the Building Control Compliance System.

[7] **The design has a maximum life for Building Regulations of 3 years from the date of signature by the Building Control Advisor by which works must commence on site. Works commenced after 3 years will require a further design review to ensure compliance with the current design solutions contained in the Approved Documents (or equivalent) that support the Building Regulations.** The Building Regulations are continually reviewed and updated and this 3 year design expiry life will ensure that outdated designs are not delivered to site resulting in buildings which contravene current regulations.

MOD BUILDING CONTROL COMPLIANCE SYSTEM
STRUCTURAL DESIGN CERTIFICATE
C2

Explanatory Note

The C2 certificate is the declaration that the structural design and calculations have been checked by a **third party** for compliance with the appropriate European Codes and MOD Standards. The certificate is to be submitted to DE Principal Building Surveyor - Building Standards Team, Professional and Technical Services, DE Operations North, at the **Design Completion Stage** of the project.

In this case **'third party'** can mean:

a. Structural Engineer from the same practice that carried out the original design but who has not had an involvement in the design process, or

b. Structural Engineer from a different practice.

MOD BUILDING CONTROL COMPLIANCE SYSTEM

STRUCTURAL DESIGN CERTIFICATE C2

To be submitted to the:	Copied to:
DE Principal Building Surveyor Building Control Team Professional & Technical Services Defence Estates Operations North Kingston Road Sutton Coldfield West Midlands, B75 7RL	MOD / DE Project Manager Project Fire Officer Building Control Adviser

by the **Compliance Certifier** on completion of the Structural Appraisal by the **Independent structural/civil engineer**.

Description of Work	
Location	
Contract / MOD Reference No	

1. I certify that I have examined the statement of the principles of the design together with the calculations and drawings relating to the structural design of the project.
2. I consider that the design method and loadings assumed in the calculations are appropriate and that the calculations have been carried out competently.
3. I consider that the structure constructed in accordance with these designs, if maintained to a reasonable standard, will have the capability to safely carry the design loadings without excessive deflection or movement as detailed in the relevant codes of practice and will comply with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations.

STRUCTURAL ASSESSORS DETAILS			
Signed		BCA Qualifications	
Name		Position in Firm	
Name of Firm		Date	
Address			
Telephone No		Email Address	

COMPLIANCE CERTIFIERS DETAILS			
Signed			
Name		Position in Firm	
Name of firm		Date	
Address			
Telephone No		Email Address	

MOD BUILDING CONTROL COMPLIANCE SYSTEM
BUILDING REGULATIONS – CONSTRUCTION COMPLIANCE CERTIFICATE
C3

Explanatory Note

This is the declaration that the building work carried out on site and as described in the C1 and C2 (where appropriate) complies with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations. The certificate is to be submitted to DE Principal Building Surveyor - Building Standards Team, Professional and Technical Services, DE Operations North, by the Compliance Certifier on completion of the works on site.

MOD BUILDING CONTROL COMPLIANCE SYSTEM

BUILDING REGULATIONS CONSTRUCTION COMPLIANCE CERTIFICATE C3

To be submitted to the:	Copied to:
DE Principal Building Surveyor Building Standards Team Professional & Technical Services Defence Estates Operations North Kingston Road Sutton Coldfield West Midlands, B75 7RL	MOD / DE Project Manager Project Fire Officer Building Control Adviser

by the **Compliance Certifier** completion of the Construction Works.

Description of Work	
Location	
Contract / MOD Reference No	

Not withstanding anything to the contrary contained in this certificate, this firm is obliged to exercise all reasonable skill, care and diligence in the performance of the services required by this contract and this firm shall not be liable except to the extent that it has failed to exercise all reasonable skill, care and diligence and this certificate shall be construed accordingly.

We confirm that all works on site have been completed in accordance with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations.

Variations from the design solutions contained within the Approved Documents or equivalent have been approved by Principal Building Surveyor - Building Standards.

BUILDING CONTROL ADVISERS DETAILS			
Signed		BCA Qualifications	
Name		Position in Firm	
Name of Firm		Date	
Address			
Telephone No		Email Address	

COMPLIANCE CERTIFIERS DETAILS			
Signed			
Name		Position in Firm	
Name of firm		Date	
Address			
Telephone No		Email Address	

MOD BUILDING CONTROL COMPLIANCE SYSTEM
BUILDING REGULATIONS – NOTIFICATION OF COMMENCEMENT OF WORKS CERTIFICATE N1

Explanatory Note

This certificate is the notification to DE Principal Building Surveyor - Building Standards Team, Professional and Technical Services, DE Operations North, that building works are to commence on site.

MOD BUILDING CONTROL COMPLIANCE SYSTEM

BUILDING REGULATIONS NOTIFICATION OF COMMENCEMENT OF WORKS CERTIFICATE N1

To be submitted to the:	Copied to:
DE Principal Building Surveyor Building Standards Team Professional & Technical Services Defence Estates Operations North Kingston Road Sutton Coldfield West Midlands, B75 7RL	MOD / DE Project Manager Project Fire Officer Building Control Adviser

by the **Compliance Certifier** at the start of the works or contract.

Description of Work	
Location	
Contract/ MOD Reference No	
Date Works are due to Commence	

BUILDING CONTROL ADVISERS DETAILS			
Signed		BCA Qualifications	
Name		Position in Firm	
Name of Firm		Date	
Address			
Telephone No		Email Address	

COMPLIANCE CERTIFIERS DETAILS			
Signed			
Name		Position in Firm	
Name of firm		Date	
Address			
Telephone No		Email Address	

MOD BUILDING CONTROL COMPLIANCE SYSTEM
BUILDING REGULATIONS – VERIFICATION OF COMPLIANCE V1

Explanatory Note

This form is sent to the Compliance Certifier and copied into the DE Project Manager with a covering letter when the project has been selected for Verification. The form should be returned by the Compliance Certifier to the DE Principal Building Surveyor - Building Standards Team, Professional and Technical Services, DE Operations North.

MOD BUILDING CONTROL COMPLIANCE SYSTEM

BUILDING REGULATIONS VERIFICATION OF COMPLIANCE V1 (Page 1 of 2)

To be submitted to the:	Copied to:
DE Principal Building Surveyor Building Standards Team Professional & Technical Services Defence Estates Kingston Road Sutton Coldfield West Midlands, B75 7RL	MOD / DE Project Manager Project Fire Officer Building Control Adviser

by the Compliance certifier as requested by DE Building Standards Team.

1. APPLICABLE LEGISLATION – Please tick relevant box.

☐ ENGLAND AND WALES – THE BUILDING REGULATIONS 2000 (as amended)

☐ NORTHERN IRELAND – THE BUILDING REGULATIONS (NORTHERN IRELAND) 2000 (as amended)

☐ SCOTLAND – THE BUILDING STANDARD (SCOTLAND) REGULATIONS 1990 (as amended)

☐ OTHER (PLEASE IDENTIFY)

In each case the Regulations current at the time of design completion or issue of C1 Certificate (if will applicable) will apply.

2. DRAWINGS, CALCULATIONS AND DATA – List on a separate sheet drawings, calculations and data included in this submission.

3. PROCEDURE – Forward 2 copies of this form and one set of drawings, calculations and relevant data to the Defence Estates Principal Building Surveyor.

4. DESCRIPTION OF WORKS

Full name, address and telephone number of DE IPTL/ DEPM _____

Full name, address and telephone number of Compliance certifier _____

Full address of location of works

Name address and telephone number of Contractor

Description of Work and purpose for which the building will be used

If building is existing state present use

Means of Drainage
Foul Water
Surface water

Means of Water Supply

Method of heating

Total Estimated Cost of Works £

Details of programme of works.
Proposed Commencement date of works

Proposed Completion date of works

Full name, address and telephone number of Building Control Advisor

Annex D – Determination Request Form

MOD BUILDING CONTROL COMPLIANCE SYSTEM

BUILDING REGULATIONS APPLICATION FOR DETERMINATION D1

Before completing this form, please read the explanatory note provided at the end of the form.

Project Title	

Project Description	

Applicant details	**Building Control Adviser (BCA) details**
Name: Address: Post Code: Telephone Number: Email:	Name: Address: Post Code: Telephone Number: Email:

DE Project Manager Details
Name: Address: Post Code: Telephone number: Email:

Is the BCA in support of the application?	Yes / No
Is the DE Project Manager in support of the application?	Yes/No
Is the end user in support of the application?	Yes/No
Address of Building to which application relates	Post Code:
Current Use of Building	
Proposed Use (if different from above)	
Current Occupier of Building	
Proposed Occupier (if different from above)	

Is the building listed as being of special architectural or historic interest, or in a conservation area? (for clarification please contact DE Building Standards Team)	

If yes, please state category	

Name and address of owner of building (if different from applicant)	Name: Address: Post Code:
Regulation against which a Determination is sort	

(For applications relating to Approved Document B – Fire safety of the Building Regulations or equivalent Form 3 from DE EBMS 2.8 Defence Fire and Rescue Service Process and Procedures should be completed and submitted with the determination application. Copies of Form 3 can be obtained from DE EBMS or from the Project Fire Officer for the project).

Requirement	

Provision to be varied	

Proposal	

Summary	

Has the requested determination received agreement from the Project Fire Safety Lead Officer?	**Yes / No**

Have plans been submitted with the application request ?	**Yes / No**

If yes please supply drawing numbers	

I/We* apply for a direction determining those provisions of the Building Regulations set out above (in accordance with any necessary plans including drawings, specifications and other particulars) submitted with the application)

Signature of Applicant/Agent*	Date:

This application should be sent to;

Principal Building Surveyor
Building Standards Team
Professional & Technical Services
Defence Estates Operations North
Kingston Rd
Sutton Coldfield
B75 7RL

Explanatory Note

The applicant should be the Compliance Certifier for the project. The BCA or Defence Estates Project Manager may apply for the Determination, subject to all relevant parties being in full agreement.

It is recommended that the applicant consults with the BCA provided as part of the supply chain on the contract, prior to completion of the determination application. BCA support for the application will be assessed by DE BST.

It is the responsibility of the applicant to provide detailed information. This information may include drawings, a letter of support from the client, a letter of support from the BCA, an Access Statement (if relevant) and any other information in support of the request to deviate from the design solutions contained in the Approved Documents supporting the Building Regulations (or equivalent).

For applications relating to Part B (or equivalent) of the Building Regulations additional procedures should be followed as detailed in the Defence Fire Risk Management Organisation procedure contained within Defence Estates EBMS procedure 2.8.

Schedule F

Army Equipment Support Publications

AESP & Other Publications for ITC & TDA Camps

Ser	Item	Company	Publication	Ref No.	Tel No.	Fax No.	Website Address	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
1.	Ablution Systems	MoD TDA	AESP	5419-F-120				Currently being re-written
2.	Electrical Distribution Systems (Lighting and Power)		AESP	5419-F-125				
3.	Fire Detection Systems		AESP	5419-F-100				
4.	Fuel Storage and Distribution Systems		AESP	5419-F-130				
5.	Heating Ventilation Air Condition (HVAC)		AESP	5419-F-135				
6.	Kitchen Systems		AESP	5419-F-145				
7.	Laundry Systems		AESP	5419-F-150				
8.	Power Generation		AESP	5419-F-155				
9.	Shelters		AESP	5419-F-160				
10.	Waste Water Systems		AESP	5419-F-165				
11.	Water Storage and Distribution Systems		AESP	5419-F-170				
12.	CAT 320kVA Generator	Caterpillar	Servicing Manual 3406C Generator Set-Specifications	RENR1292 -01 Dec 02				
13.			Systems Operating, Testing & Adjusting	RENR1293 -01 Dec 03				
14.			Disassembling & Assembly	RENR1294 -01 Mar 97				
15.	Toilet Combination Unit (TCU)	[redacted]	Ablution Unit Type 1 &1a Operators handbook	Anteon	[redacted]	[redacted]	[redacted]	
16.			Ablution Unit Type 2 Operators	Anteon 3114 Sept 01				

			Handbook					
17.	Toilet Combination Unit (TCU)	[redacted] 5FC	Ablution Unit Operation & Maintenance Manual Type 3	Anteon 428 Mar 04			[redacted]	
18.		MoD	AESP Ablution Unit Type 3 Operating Information	4630-B-102-201 July 03				
19.			AESP Commercial Parts List	4630-B-102-721 July 03				
20.			AESP Ablution Unit Type 3 Maintenance Schedules	4630-B-102-601 July 03				
21.	ITC Field Laundries	[redacted]	User Handbook		[redacted]	[redacted]	[redacted]	
22.	15kW Deployable Air Conditioning Unit Model JVWCC 050	[redacted] 3LL	User Handbook					
23.	Dual Function Refrigeration/Freezer ISO Container 20ft	[redacted]	Technical Documentation Package including Operating, Maintenance, Repair, Spares & Certification		[redacted]	[redacted]	[redacted]	
24.	Air Conditioning Unit	[redacted]	User Manual CTZ10 Tent Air Conditioning R407C		[redacted]	[redacted]		
25.	Warm Air Heater	[redacted]	User Handbook		[redacted]	[redacted]	[redacted]	

		[redacted]	AC-M7H MkII.DLO		[redacted]	[redacted]		
26.	Warm Air Heater		Type VA-M 40 971145-Ver 1.2-03.2004					
27.	5682 Ltr Diesel Type Fuel Storage Tanks	[redacted]	Transporting, Installation, Operating & Maintenance Instructions		[redacted]	[redacted]		
28.	MoD 45m³ 70m³ 95m³ Tanks with Steel Roofs	[redacted]	Installation Instruction & Dismantling Procedure		[redacted]	[redacted]	[redacted]	
29.	Pump Pressurisation Unit	[redacted]	Installation & Operator Handbook		[redacted]	[redacted]	[redacted]	
30.	Water Pumping Station ISO Container		Installation & Operator Handbook					