

Certificates

Over recent years the way in which premises are inspected has changed from inspectors looking for specific contraventions to the onus being on the duty holder to provide evidence that the working environment is in a safe condition and that safe systems of work are in place. This would include the supply of electricity and gas to the premises through to examination reports for lifting equipment (e.g. lifts, hoists and forklift trucks) and pressure systems (e.g. compressors, calorifier and air receivers). This section is designed so that you can keep certificates and records in one place. This will also enable you to identify when certificates will need updating or renewing.

Electricity

The electrical installation (i.e. from the mains, sockets, to the lights and switches etc. and any static equipment) should be tested at least every 5 years or more frequently if necessary as recommended by a suitably qualified electrician. On completion of a satisfactory inspection, a certificate will be issued which will enable the duty holder to demonstrate that the system is in a safe working condition. Any remedial works identified must be carried out by a qualified electrician and records kept.

Gas

An annual inspection of all gas installations and equipment must be carried out by a CORGI registered engineer (e.g. gas boiler, flue, portable heaters). A CORGI certificate will be issued confirming that everything is satisfactory or what remedial actions are necessary, if any.

Lifting Equipment

All equipment for lifting goods and/or people in the workplace must be periodically inspected and thoroughly examined by a competent person. The intervals for inspection and examination will vary dependant on the equipment and whether people are being lifted e.g. a passenger lift would need to be inspected and thoroughly examined every 6 months by a competent person whereas a scissor lift used for goods only would need to be inspected and thoroughly examined every year.

The competent person should draw up an examination scheme describing the equipment and the procedure for examination and maintain records of the inspections, examinations and remedial works required. Records must be kept on site. It is vital to ensure that the person carrying out the inspection is competent in respect of the equipment being examined.

Pressure Systems

Any pressure systems such as compressors, calorifiers and air receivers require periodic inspection and examination by a competent person, who is usually your insurance company engineer.

The frequency of inspection and examination depends on what is described by the competent person within the written scheme of examination.



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