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1. PURPOSE

To ensure that all plant and equipment owned by Project Manager Ltd is maintained and calibrated in accordance with written procedure and legislation. To ensure all plant and equipment hired by Project Manager Ltd is hired from approved suppliers and subject to ongoing visual inspections by employees prior to use.

Also to provide guidance on ways of protecting completed works along with the materials, drawings etc. for incorporation into the works. To ensure employees receive the correct PPE and instructions for care and use to ensure their safety is never compromised.

2. SCOPE

All employees of Project Manager Ltd who have personal issue plant and equipment, the MD who will ensure a documented monthly check of all plant and equipment takes place. All materials stored and handled by the Company and issue of Company PPE.

3. REFERENCES

[FOR/13](#) - Plant and Equipment Checklist

[RG01- Plant and Equipment Register](#)

[FOR/12](#) - PPE Form

[FOR/17](#) - Site Inspection

4. PROCEDURE

4.1 Hired Plant and Equipment

Purchased services will only be obtained from approved suppliers, accredited to the correct scheme or association, purchase requirements will be adequately and appropriately defined, documented and reviewed when ordering.

All hired plant and equipment will be supplied with certificates of conformity Director and be subject to bi monthly documented inspection.

All plant and equipment will be visually inspected by the operator prior to use and any defects reported to the Contracts Director.

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4.2 Company Owned Plant and Equipment

All equipment and plant owned by the Company shall be logged on the plant and equipment register by the Contracts Director, calibration and statutory service and maintenance dates will also be detailed.

All calibration and maintenance is undertaken by approved suppliers and or in house workshop fitter. The Contracts Director will ensure plant and equipment is recalled for maintenance and calibration 6 weeks prior to expiry of the documented dates by monthly review of the equipment register.

All plant and equipment will be inspected by the operator and or Contracts Director on a 3 monthly basis and the findings documented on [FOR/13](#), defects shall be reported to the MD for further action.

4.3 Use of Plant and Equipment

No employee will be expected to operate any plant and equipment until they are competent to do so. The Company will ensure correct CITB approved CPCS training, manufacturer training or in house Company briefing and training where relevant for all relevant plant and equipment.

Plant and equipment must not be modified, adjusted or altered by the operatives under any circumstances. All issues with plant and equipment must be reported to the Contracts Director for rectification.

4.4 Handling Storage and Protection

It has to be recognised that risk to materials, through poor handling or storage techniques can also create a risk to the environment and quality of final product. The right approach to storage and handling helps reduce pollution, unnecessary wastage and other avoidable costs.

Due to the potential risks of poor process the Company has implemented storage, handling and protection methods as appropriate. Due to this variable nature, the bulleted points contained within this procedure are intended as examples or guidance on good practice only.

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Typical risks include:

- Damage to materials caused by rough handling techniques, poor storage methods or vandalism.
- Chain of Custody errors.

Planning

Where and how materials are stored can affect profitability, efficiency and quality and environmental performance of a contract. In the first instance careful ordering to ensure minimum quantities of materials are stored on site can help prevent excessive damage/deterioration and waste.

Management shall plan ahead and decide how and where materials (including stockpiles), etc. should be unloaded and stored, giving due consideration to such things as:

- Convenience and delivery/unloading requirements.
- The durability of the material.
- Ways of avoiding double handling.
- Storage techniques
- The level of protection needed (i.e. from theft, misuse, the elements etc.)

Handling and Storage

Senior Managers and outbased staff shall ensure that handling and storage of materials is carried out in a manner so as not to cause undue risk to the material itself or the environment. This shall include, as appropriate:

- Arming Persons with the information and/or training they need to handle and store materials to prevent potential risks.
- Provision of suitable equipment (PPE and handling) for dealing with materials.
- Provision of suitable storage areas that are accessible to authorised Persons, but capable of being secured as required.
- Ensuring that materials themselves are adequately protected against unauthorised use, falling and blowing or rolling away etc.
- Immediate correction of any Person that is noticed to be handling materials in a manner that may cause damage or that poses a threat to the environment.

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Monitoring the condition of materials on an ongoing basis to ensure free from damage or deterioration, and that any applicable limited shelf life dates are not exceeded. Also, where applicable, that materials prone to deteriorate over time are rotated (Oldest used first).

Control process for substances for test are further described in supporting company procedures.

Client Property

Where Client property or free of charge material is provided for incorporation into the works, such items shall be afforded the same protection as all other materials. Inspection and verification shall take place at the earliest opportunity.

Where necessary, Client provided/free of charge material shall be clearly identified and protected from unintended use. Any such material found to be unfit for its intended purpose, at any stage, shall be reported to the Client or material provider and segregated to prevent use.

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5.

REVISION STATUS:

1	SD - SA	PS - MD	01/07/08	N/A first issue
Revision	Prepared by	Approved by	Issue Date	Description of Modifications Made

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