**FQM LIMITED**

**XXX-OP-038**

**Facilities/Assets Management Procedure**

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| **Revision History** |
| **Rev No.** | **Description of Change** | **Reviewed by** | **Approved By** | **Date** |
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1. **Purpose**

The purpose of this procedure is to set out the activities and responsibilities that are required to control the testing and monitoring of facilities amenities and equipment.

1. **Scope**

This procedure covers all [COMPANY NAME] facilities and portable assets within.

1. **Relevant Documentation**

PAT Test Record

Facilities/Asset Register (Mango)

Purchasing

Transportation, Handling, Storage and Preservation

1. **Definition**

n/a

1. **Responsibilities**

QHSE are responsible for the completion and maintenance of records in Mango, including liaising with third party contractors where required.

Production Management to inform QHSE of any new equipment purchased.

1. **Procedures**

There are several activities relating to equipment that are described in this procedure; Selection and Ordering; Receipt, handling and storage; Records; Movement between locations; Maintenance; Statutory and Internal Checks.

* 1. **Selection and Ordering**

Equipment must meet the requirements for which it is required. If this is to carry out test work then it is likely that it will be specified within the relevant industry standards or test method.

Where there is no specification then the equipment should be selected by; an employee with suitable qualifications and experience and the selection approved. Full consideration to be given to noise, vibration safety and environmental impacts prior to purchasing of new equipment.

For specialist applications, external expertise may be required.

When placing an order for equipment, where practical the required specifications should be made explicit on the order. Purchase of equipment/section of suppliers must be carried out in accordance with the Purchasing procedure.

Where a client retains ownership of equipment, ordering new equipment will usually require approval from the client.

* 1. **Receipt, Handling and Storage**

Receipt, handling and storage of equipment must be carried out in accordance with the Transportation, Handling, Storage and Preservation procedure.

* 1. **Records**

Each item of equipment should if practicable be identified by marking it with a unique identification number. All details of the equipment to be entered in the assets register, within Mango including the equipment location, this allows for cross-referencing with any existing reference numbers. Details can then be viewed at any time by selecting the entry in Mango.

An equipment file is generated in Mango and will retain manufacturer instructions, equipment manuals, service logs/records, calibration records/certificates etc. The equipment file must be maintained as it forms a complete history of the maintenance and calibration of the equipment.

* 1. **Movement between Locations**

Where equipment is moved from one [COMPANY NAME] location to another or to a third party then this must be carried out in accordance with the Transportation, Handling, Storage and Preservation procedure.

Whether short term or permanent, equipment records must be updated in Mango to allow [COMPANY NAME] to track location and ensure maintenance is continued/recorded.

* 1. **Maintenance**

Wherever practical a system of routine or planned preventive maintenance should be put in place. Maintenance must be scheduled in accordance with manufactures recommendations or requirements of a test method/procedure. This will either be completed by suitably qualified in-house personnel, or by equipment suppliers/maintenance requirements, frequencies and tolerances are reviewed and updated as necessary based on information obtained from routine maintenance data.

Details of all maintenance must be recorded in Mango, uploading any maintenance record sheets/test certification.

Maintenance of the building(s) shall be carried out by appointed persons in line with appropriate Risk Assessment. Additionally, where facilities requests are made via employees then this is added to Mango which is reviewed by Managing Director, ensuring tracking of all facility requirements out-with regulatory specified.

* + 1. **Rolling Maintenance**

Contracts may be required for some equipment. This is particularly important for safety/environmentally critical equipment such as; machinery, fire protection and alarm systems, local exhaust ventilation, environmental control systems etc. This maintenance is detailed in Mango, but where this is for a category of equipment that is all maintained at the same time such as fire extinguishers, etc. only one entry is required that groups the individual items together.

Maintenance records are reviewed by QHSE/Management to ensure components are replaced before they become worn and have the potential to cause additional noise/vibration impacts.

* + 1. **Breakdown Maintenance**

Will be required should equipment fail during the intervals between routine maintenance. Where an employee discovers a breakdown, malfunction or other equipment failure they must inform their Supervisor.

Where equipment has failed or where routine maintenance may take some time then it must be taken out of service and Quarantined.

* + 1. **Statutory Checks**

These are a requirement under various pieces of legislation or best practice, for different types or categories of equipment; mechanical or electrical equipment; road vehicles; pressure systems; fixed electrical systems; portable appliances; local exhaust ventilation; lifting equipment; PPE.

Where equipment does not pass its statutory checks then it must be taken out of service and Quarantined immediately.

* + 1. **Mechanical/Electrical Equipment**

All equipment requires a Provision and Use of Work Equipment assessment (PUWER) to be carried out in accordance with the Risk Assessment procedure.

An individual assessment is not necessarily required for each piece of equipment but like equipment may be grouped under a single assessment where the requirements are the same.

* + 1. **Pressure Systems**

A check schedule is required for all items that go to make up fixed or portable pressure systems.

These checks may consist of visual inspections through to static pressure tests and all items that go to make up a system, the relevant checks/tests, and their frequency must be detailed in Mango. This must include fixed and flexible gas lines, sample bombs, pressure vessels including those associated with compressors, pressure regulators etc.

This should be compiled by a ‘competent person’ and updated when any changes occur.

* + 1. **Fixed Electrical Systems**

The fixed electrical system of all buildings must be regularly certified as safe by a NICEIC approved electrician.

The fixed electrical system consists of all wiring, switchgear, fuses etc. and also all electrical equipment attached to the system (portable electrical equipment is dealt with separately).

This will be carried out every 5 years by appointed Electrical Contractor, details of inspection is identified in Mango. This may be carried out in a rolling program so that it is not necessary to shut down the entire electrical supply to the building at one time.

* + 1. **Portable Electrical Appliances**

Portable electrical appliances must undergo Portable Appliance Testing (PAT), within workshop annually and office equipment every two years.

This will consist of visual inspections and/or earth tests and all items, utilising calibrated PAT testing equipment. PAT testing schedule will be retained in Mango and testing will be carried out by employee trained in accordance with the Training and Competency procedure, or an external contractor selected in accordance with the Purchasing procedure.

It should be noted that some equipment will be checked during routine maintenance and if this is the case then additional checks may not be required. Any items failing PAT testing will be Quarantined immediately.

* + 1. **Local Exhaust Ventilations**

This consists of fume cupboards (both fixed and portable), fume hoods, etc. and they are all designed to prevent exposure to airborne hazardous substances that may consist of fumes, gasses, dust etc. These must be checked at least every 14 months by a competent contractor selected in accordance with the Purchasing procedure.

LEV may continue in use if it fails the statutory checks but not in conjunction with hazardous substances. If this approach is adopted then the unit must be clearly marked as to the restriction in its use.