

## SS 10 - Building Maintenance Units

<b>Address:</b>			
<b>Provided by (name):</b>			
<b>Equipment Register</b>			
	<b>Make</b>	<b>Model</b>	<b>Location</b>
1			
2			
3			
4			
5			
6			
<b>Performance/Installation Standard</b>	<input type="checkbox"/> BS 6037.1: 2003 <input type="checkbox"/> BS 6037.2: 2003 <input type="checkbox"/> Specifically Designed Alternative <input type="checkbox"/> Other (Historical) _____		
<b>Inspections and Maintenance Standard:</b>	<input type="checkbox"/> BS 6037.1: 2003 (suspended access equipment) <input type="checkbox"/> BS 6037.2: 2003 (travelling ladders and gantries) <input type="checkbox"/> Specifically designed solution provide details separately		
<b>As a minimum these inspections and maintenance procedures will be carried out:</b>	Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. See below.		
<b>Inspection frequency and responsibility:</b>	<input type="checkbox"/> Annually	<input type="checkbox"/> Owner <input type="checkbox"/> IQP	
	<input type="checkbox"/> Six-Monthly	<input type="checkbox"/> Owner <input type="checkbox"/> IQP	
	<input type="checkbox"/> Three-Monthly	<input type="checkbox"/> Owner <input type="checkbox"/> IQP	
<b>Reporting:</b>	<p>The owner must keep records of all inspections, maintenance and repairs undertaken in the previous 24 months. The records must be kept with the compliance schedule and as a minimum, include:</p> <ul style="list-style-type: none"> <li>• Details of any inspection, test or preventative maintenance carried out. Include dates, work undertaken, faults found, remedies applied, and the person who performed the work.</li> <li>• A Form 12A provided by an IQP annually</li> </ul>		

The information above is used to help generate the compliance schedule. If you are unsure of how to fill in this form please consult an IQP who is registered for the system above.