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Document No:	GEN 001	Issue No.	03
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Purpose

To provide the general administration requirements to be followed when using any specific Inspection Procedure.

Scope of Application

This applies to all inspections and Thorough Examinations.

Procedure

The Planning team shall:-

Contact the client and arrange a mutually suitable date within statutory/contractual requirements to carry out the examination. Failure to arrange a date should be notified in writing to the client using the Non-examination form (PS 1017).

1. Where the planning team have not been able to make an appointment, and providing there is an auditable record of attempts made, the Engineer Surveyor will be instructed to issue the client a report of non-examination.
2. If an Engineer Surveyor attends site and cannot undertake the inspection and the status of the activity is confirmed then a report of non-examination shall be issued to the client.
3. Before beginning the inspection / examination, the Engineer Surveyor shall review the risks to impartiality and independence with regard to the activity to be undertaken. If any risks to impartiality and independence are found to exist, the activity shall be ceased with immediate effect and a TQR Manager (e.g Engineering Specialist / Technical Manager / Accreditation Manager) shall be contacted at this point to discuss measures to be put in place to either:
 - Reduce risks to an acceptable level, or
 - Eliminate the risks completely by ceasing the activity
4. The Engineer Surveyor shall be satisfied that risks to impartiality and independence are at an acceptable level before the inspection activity can continue.
5. Any measures undertaken to reduce risks to impartiality & independence shall be entered into the Engineer Surveyors notebook at the time of the Examination.
6. Confirmation of having reviewed impartiality and independence for the activity shall be completed in the MAIA application.

Note – Please see Annex A for information on impartiality and Independence. Information is also contained in the My Safety & Compliance Handbook on page 52

The Engineer Surveyor shall:

7. Check that all necessary tools / equipment are in good working order and within calibration if applicable. The serial number of any calibrated equipment used in the performance of the examination is to be recorded in the report.
8. Confirm and identify any legislation, technical guidance notes, codes of practice and contract conditions which may apply to the plant or installation.

Document No:	GEN 001	Issue No.	03
Title:	Procedure for carrying out inspections or Thorough Examinations of Plant		



9. On arrival, begin the timer for the activity within the Mobile Reporting Application, then identify yourself and the reason for the visit to the responsible person on site.
10. Establish if any permit to work system is in operation and obtain (any) necessary permits.
11. Check with the responsible person in authority that it is in order to proceed and, if applicable, who will provide assistance:
 - 11.1. Ensure any necessary keys or the like are available.
 - 11.2. Establish, if required, the arrangements for providing safe access, i.e. steps, mobile platforms, etc.
 - 11.3. Confirm, with the responsible person, that you are able to drill test holes, if required in the equipment.
12. Prepare yourself in appropriate PPE and equipment for the inspection/Thorough Examination.
13. Proceed to the plant in question, identify and confirm that it is the correct plant or item to be examined and notify any local personnel of your presence and purpose.
14. If people are to assist the Surveyor during inspections/examinations, ensure that they are competent to do so, are dressed appropriately and that all communications and any arranged signals clearly understood.
15. Identify if there is any history of defects or malfunction, also if any repairs, alterations or additions have been made since the initial or last examination.
16. Complete the point of work risk assessment in accordance with "Take 2" (making reference to SP11 where necessary) as follows:
 - 16.1. Assess if it is safe and practical to record inspection results directly into the Mobile Reporting application. If it is not, then inspection results should be recorded directly into your note book.
 - 16.2. Consider the examination routine and identify potential hazards which may be inherent in the plant or surrounding environment which may result from the actual examination routine and record in the 'Take Two' section within the mobile application.
 - 16.3. Continuously review this 'Take Two' risk assessment during the thorough examination and record any changes in the MAIA application.
 - 16.4. Thereafter, decide and implement any control measures required to eliminate, reduce or compensate for hazards to bring them within an acceptable level.
17. Ensure the equipment to inspect is in a safe condition at all times and place, where appropriate, safety notices and/or barriers.
 - 17.1. Ensure there is safe access to and egress from all areas to be worked in.
 - 17.2. Commence examination routine to the appropriate Inspection Procedure
 - 17.3. Record findings of the examination in the Mobile Reporting Application. If not feasible at the time of examination enter details, location and findings of inspection in your notebook.

Document No:	GEN 001	Issue No.	03
Title:	Procedure for carrying out inspections or Thorough Examinations of Plant		



18. On completion of the examination:

- 18.1. Ensure the plant is re-commissioned and left in a safe working order or as found.
 - 18.2. Ensure all doors are locked, keys returned and all notices/guards are replaced.
 - 18.3. Advise the responsible person in the case of defects affecting safety, issue an urgent preliminary report (PS 1016) and obtain acknowledgement of this from the responsible person.
 - 18.4. Wherever possible complete reporting before leaving the premises. If leaving site prior to the completion of reports on the Mobile Reporting Application, ensure the timer is stopped for the activity.
19. Carry out any site administration details (e.g. permits to work), complete any hand written reports as necessary and discuss any defects with the client.
20. On completion, change out of PPE, collect all possessions, safely dispose of any consumables and report to the responsible person on leaving site.
21. On returning home attend to any outstanding report completion concerning the examination and synchronise MAIA.

Document No:	GEN 001	Issue No.	03
Title:	Procedure for carrying out inspections or Thorough Examinations of Plant		



Annex A – Information on Impartiality and Independence

1.1 Definition of impartiality:

Presence of objectivity. The actual or perceived independence from conflict of interest.

1.2 Definition of conflict of interest:

The situation in which a person has a private or personal interest which is sufficient to appear to influence, or which influences, the objective exercise of his or her official duties as, for example, a public official, an employee, or a professional, or which causes ethical issues as a result.

1.3 Considerations to impartiality and independence

The inspection body and its personnel shall not engage in any activities that may conflict with their independence of judgment and integrity in relation to their inspection activities. In particular, they shall not be engaged in the design, manufacture, supply, installation, purchase, ownership, use or maintenance of the items inspected.

1.4 Threats to impartiality include (but are not limited to):

- Conflicts that arise from a person or body acting in their own interest or in the interest of a third party;
- Conflicts that arise from a person or body reviewing their own work;
- Familiarity or trust issues that arise from a person or a body being too familiar or trusting of another body or person; and
- Intimidation threats that arise from a person or a body being coerced openly or secretly to perform an inappropriate action.

1.5 Examples where potential conflicts of interest / risks to impartiality can arise are:

- Personnel from the Inspection Body advising the client on the selection and appointment of plant maintenance contractors / maintenance regimes / maintenance techniques
- Personnel from the Inspection Body inspecting items of equipment which are managed / owned by a family member or friend
- An enquiry is received from an existing client who is asking the Inspection Body to advise on the replacement and installation of new lifting equipment
- An enquiry is received from a potential client asking the Inspection Body to provide consultancy services on the plant which is planned to be inspected by the Inspection Body
- Where personnel are asked by a potential client to provide opinion, advice or consultancy on companies where there could be a link to their activities as a Notified Body