



W2 FRA – Grenfell Tower – Process 269522


Work Finder – Work Finder




Work Finder



Work Finder...



Note Finder...



Document / Call Finder...

QueryResults

QueryReset

Max Rows:50

Worktray

Group Trays:

User Trays:

Stage Details

Batch Details

Process Details

Process Number:269522

Call Audit Number:

Process Status:

Reference Type:

Process Name:

Process Category:

Process Start Date:

Process Due Date:

Doc Details:

Contact Details:

Process Comment:

Initial Document Number:

Parent Process:

Sub Process Status:

SQL:

Application Specific Details

Application

☐ Save Preference

W2 Search Results:

The **View** option changes the details displayed (All Data, Basic, Basic 2, Detail, Standard)

Query Results				
Process	Stage	Type	Started/Due	Notes
General Filing	Closure Stage	Action	Monday 13th Mar 2017	Level 3 Grenfell Tower, Grenfell Road, London W11 1Tq 2016.06.20
HS Fire Risk Assessment			Tuesday 14th Mar 2017	

Double clicked on yellow highlighted area to open the folder – 2 windows open overlaid

### Process Stage – Closure Stage details are read only

HS Fire Risk Assessment (view only - Process is Complete)

DetailsHistoryClosure Stage

**Closure Stage**  
No instructions have been provided

**Check List**  
☒ Is all the information correct and can the process be closed? (Janice Wray, 13-Mar-17 17:12) Answer: Yes

**Actions**  

- View Action Plan Details (Janice Wray, 13-Mar-17 17:12)
- View Process Notes
- View Evidence/Documentation Relating to Completion of Risk Action

**Process**  

- Complete Process

### Process Stage – History – shows all stages

In the **Process Started** stage there is a link (click here to view) but was unable to use it as the screen was read only.

HS Fire Risk Assessment (view only - Process is Complete)

DetailsHistoryClosure Stage

☒ Ascending ☒ Descending ☐ Show All ☐ Select:

**Process Completed** Janice Wray Monday 13th Mar 2017 17:12:18  
Process completed

**Process Change** Janice Wray Monday 13th Mar 2017 17:12:10  
Stage Due Date changed from 31/08/2016 16:51:55 to 14/03/2017 17:12:03

**Stage Change** Janice Wray Monday 13th Mar 2017 17:12:10  
Process moved from stage "High Priority Stage" to "Closure Stage"

**Stage Reassigned** Janice Wray Monday 13th Mar 2017 17:11:22  
Stage reassigned From Nicola Bartholomew (NBARTHOLOMEW) to Janice Wray (JWRAY)

**Stage Reassigned** Cyril Morris Wednesday 10th Aug 2016 16:52:04  
Stage reassigned From Cyril Morris (CMORRIS) to Nicola Bartholomew (NBARTHOLOMEW)  
Stage Due Date changed from 11/08/2016 16:50:38 to 31/08/2016 16:51:55

**Stage Change** Cyril Morris Wednesday 10th Aug 2016 16:52:04  
Process moved from stage "Log Action Plan" to "High Priority Stage"

**Process Change** Cyril Morris Wednesday 10th Aug 2016 16:52:04  
Stage Due Date changed from 11/08/2016 16:50:38 to 31/08/2016 16:51:55

**Process Started** Cyril Morris Wednesday 10th Aug 2016 16:50:38  
HS Fire Risk Assessment process started at stage "Initial"  
Process started by Cyril Morris (Click here to view)  
Document Description: Manual Process

### Process - Details

HS Fire Risk Assessment (view only - Process is Complete)		
Details	History	Closure Stage
Process:	<b>HS Fire Risk Assessment</b>	
Started:	Wednesday 10th Aug 2016 16:50	
Due:	Monday 06th Feb 2017 16:50	
Process Status:	<b>Completed</b>	
Completed By:	Janice Wray	
Completed On:	Monday 13th Mar 2017 17:12	
Map:	<b>Health &amp; Safety Fire Risk Assessment</b>	
Status:	Development	
Version:	161	
Live:	No	
Reference:	<b>Level 3 Grenfell Tower, Grenfell Road, London W11 1Tq 2016.06.20</b>	
Reference Type:	General Filing	
Ref Code:	24314Section	
Comment:		
New Documents:		
Last Modified:		
Date:	Monday 13th Mar 2017 17:12	
By User:	Janice Wray	
Other Details:		
Process No:	269522	
Stage Handler:	classes::worktray::proc::mapproc	
Initial Document Number:	750483	

## Folder Options

View	Options	Standard Actions
Manual Process, 10 Aug 21	Main Details	
Options...	Document History	Export

## Manual Process - HS Fire Risk Assessment

This Process was started manually by  
Cyril Morris on 10/08/2016 16:50:38

## Main Details

Main Details

Manual Process, 10 Aug 2016 (L)

Level 3 Grenfell Tower, Grenfell Road, London W11 1Tq 2016.06.20

Folder Name Grenfell Tower, Grenfell Road, London W11 1Tq 2016.06.20

Active Processes

Completed Processes

Process	Completed	Status
HS Fire Risk Assessment	09 Dec 2016	Completed
HS Fire Risk Assessment	13 Mar 2017	Completed
HS Fire Risk Assessment	07 Nov 2016	Completed
HS Fire Risk Assessment	09 Dec 2016	Completed
HS Fire Risk Assessment	05 Jun 2017	Completed
HS Fire Risk Assessment	31 Aug 2016	Completed
HS Fire Risk Assessment	24 May 2017	Completed
HS Fire Risk Assessment	19 Oct 2017	Completed
HS Fire Risk Assessment	31 Aug 2016	Completed
HS Fire Risk Assessment	09 Dec 2016	Completed
HS Fire Risk Assessment	31 Aug 2016	Completed
HS Fire Risk Assessment	15 Jun 2017	Completed
HS Fire Risk Assessment	31 Aug 2016	Completed
HS Fire Risk Assessment	31 Aug 2016	Completed
HS Fire Risk Assessment	31 Aug 2016	Completed
HS Fire Risk Assessment	09 Dec 2016	Completed
HS Fire Risk Assessment	31 Aug 2016	Completed
HS Fire Risk Assessment	19 Oct 2017	Completed
HS Fire Risk Assessment	31 Aug 2016	Completed
HS Fire Risk Assessment	19 Oct 2017	Completed
HS Fire Risk Assessment	15 Jun 2017	Completed
HS Fire Risk Assessment	31 Aug 2016	Completed
HS Fire Risk Assessment	19 Oct 2017	Completed
HS Fire Risk Assessment	13 Mar 2017	Completed
HS Fire Risk Assessment	09 Dec 2016	Completed
HS Fire Risk Assessment	31 Aug 2016	Completed
HS Fire Risk Assessment	13 Mar 2017	Completed
HS Fire Risk Assessment	13 Mar 2017	Completed
HS Fire Risk Assessment	19 Oct 2017	Completed
HS Fire Risk Assessment	18 Jan 2017	Completed
HS Fire Risk Assessment	26 May 2017	Completed
HS Fire Risk Assessment	31 Aug 2016	Completed

Documents

Document Type	Document Title	Creation Date	Indexing Date	Dir	Source	CC	User
PO HS - In Attachment - Fire Risk Evidence	1279 SEA (08) 100 Rev 07 - Fire Access	16/08/2016 15:37:53	16/08/2016 15:37:53	In	External file		Claire Williams
PO HS - In Attachment - Fire Risk Evidence	112 Grenfell and flat front door	16/08/2016 15:34:08	16/08/2016 15:34:08	In	External file		Claire Williams
PO HS - In Attachment - Fire Risk Evidence	Fwd flue gas readings.	16/08/2016 14:45:18	16/08/2016 14:45:18	In	External file		Claire Williams
PO HS - In Attachment - Fire Risk Evidence	Fwd flue gas readings.	16/08/2016 14:45:15	16/08/2016 14:45:15	In	External file		Claire Williams

Notes

There are no notes

Go to **View** and select **Data Forms** to open the list of Action Plans and locate Item 23g. Used Started/Due date on W2 Search Results screen to identify relevant Action. I opened each Action dated 13<sup>th</sup> Mar 2017 to find Item 23g.

View

Options

Standard Actions

Details

Hierarchy

Data Forms

Audit

Exit

Manual Process, 10 Aug 2016 (L)

renfell Tower, Grenfell Road, London W11 1Tq 2016.06.20

Grenfell Road, London W11 1Tq 2016.06.20

Completed Processes

Click the arrow to the left of Action Plan dated 13<sup>th</sup> Mar 2017 17:12 to locate and view the details.





Item Number 23g in W2 matches details on Word & Excel Grenfell FRA Actions

View Fire Risk Action Plan Data

Modified 10/08/2016 16:51:51 by CMORRIS

Actions Required

Item Number

23g

Block

GRENFELL TOWER GRENFELL ROAD

Priority

High

Category

Inspection Regime

Identified Risk or Hazard

Are the weekly occupier's tests of the buildings automatic smoke ventilation system being undertaken?

Action to be Taken

Weekly occupier inspections of the buildings smoke ventilation system should be undertaken, with the results recorded as proof of the inspections having been undertaken. Can you confirm that Paul is undertaking these please?

Who will carry out the action?

Nicola Bartholomew

What team are they from?

Neighbourhood Management

Actions Due Date

07/09/2016

Actions Taken

Please enter your response to the above risk or hazard

Date Completed

Is this action fully or partially completed?

View Fire Risk Action Plan Data

Modified 13/03/2017 17:12:01 by JWRAY

Actions Required

Item Number

23g

Block

GRENFELL TOWER GRENFELL ROAD

Priority

High

Category

Inspection Regime

Identified Risk or Hazard

Are the weekly occupier's tests of the buildings automatic smoke ventilation system being undertaken?

Action to be Taken

Weekly occupier inspections of the buildings smoke ventilation system should be undertaken, with the results recorded as proof of the inspections having been undertaken. Can you confirm that Paul is undertaking these please?

Who will carry out the action?

Nicola Bartholomew

What team are they from?

Neighbourhood Management

Actions Due Date

07/09/2016

Actions Taken

Please enter your response to the above risk or hazard

tested weekly on Fridays

Date Completed

13/03/2017

Is this action fully or partially completed?

Fully Completed

Close

History