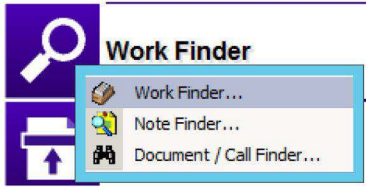# W2 FRA – Grenfell Tower – Process 269368

Work Finder – Work Finder

Screen shot

W2 Search Results:

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

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

				Work Finder

Query	Results

Order	View	Select All	Bulk Action	Export

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	

Process Stage – Closure Stage details are read only

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

Details	History	**Closure Stage**

Closure Stage
No instructions have been provided

Check List
✓ Is all the information correct and can the process can be closed? (Janice Wray, 13-Mar-17 17:06)   Answer: Yes

Actions
● View Action Plan Details   (Janice Wray, 13-Mar-17 17:06)
● 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)	_	□	x

Details	**History**	Closure Stage

● Ascending ● Descending   ● Show All ● Select: [   ]   **Send To Excel**

Process Completed Janice Wray Monday 13th Mar 2017 17:06:32
Process completed

Process Change Janice Wray Monday 13th Mar 2017 17:06:24
Stage Due Date changed from 30/08/2016 12:52:50 to 14/03/2017 17:06:17

Stage Change Janice Wray Monday 13th Mar 2017 17:06:24
Process moved from stage "High Priority Stage" to "Closure Stage"

Stage Reassigned Janice Wray Monday 13th Mar 2017 17:05:40
Stage reassigned From Nicola Bartholomew (NBARTHOLOMEW) to Janice Wray (JWRAY)

Stage Reassigned Cyril Morris Tuesday 09th Aug 2016 12:53:00
Stage reassigned From Cyril Morris (CMORRIS) to Nicola Bartholomew (NBARTHOLOMEW)
Stage Due Date changed from 10/08/2016 12:39:37 to 30/08/2016 12:52:50

Stage Change Cyril Morris Tuesday 09th Aug 2016 12:53:00
Process moved from stage "Log Action Plan" to "High Priority Stage"

Process Change Cyril Morris Tuesday 09th Aug 2016 12:53:00
Stage Due Date changed from 10/08/2016 12:39:37 to 30/08/2016 12:52:50

Process Started Cyril Morris Tuesday 09th Aug 2016 12:39:37
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:	**HS Fire Risk Assessment**	Reference:	**Level 3 Grenfell Tower, Grenfell Road, London W11 1Tq 2016.06.20**
Started:	Tuesday 09th Aug 2016 12:39	Reference Type:	General Filing
Due:	Sunday 05th Feb 2017 12:39	**Ref Code:**	24314Section
Process Status:	**Completed**	Comment:	
Completed By:	Janice Wray	New Documents:	
Completed On:	Monday 13th Mar 2017 17:06	Last Modified:	
Map:	**Health & Safety Fire Risk Assessment**	Date:	Monday 13th Mar 2017 17:06
Status	Development	By User:	Janice Wray
Version	161	Other Details:	
Live	No	Process No:	269368
		Stage Handler:	classes::worktray::proc::mapproc
		Initial Document Number:	748255

Folder Options

View   Options   Standard Actions

Manual Process, 09 Aug 2(| Main Details

● Options... **Document History** **Export**

Manual Process - HS Fire Risk Assessment
This Process was started manually by Cyril Morris on 09/08/2016 12:39:37

Main Details

Main Details   Manual Process, 09 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	Roof level detection - raise with assessor
● 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	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	Requested inspection & maintenace records
● 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	Order requested - new door & frame required in boiler room. 31st Aug 16
● HS Fire Risk Assessment	26 May 2017	● Completed	Order requested - door & frame in boiler room. Aug 16
● 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	In	External file		Claire Williams
● PO HS - In Attachment - Fire Risk Evidence	112 Grenfell and flat front door		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	In	External file		Claire Williams
● PO HS - In Attachment - Fire Risk Evidence	Fwd flue gas readings.		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 12i. Used Started/Due date on W2 Search Results screen to identify relevant Action. I opened each Action dated 13th Mar 2017 to find Item 12i.

View   Options   Standard Actions

Level 3 Grenfell

| View | Options | Standard Actions |

Manual Process, 09 Aug 2016 (L

Details

Hierarchy

Data Forms

Audit

Exit

renfell Tower, Grenfell Road, London W11 1Tq 2016.06.20

irenfell Road, London W11 1Tq 2016.06.20

⊖ **Completed Processes**

Click the arrow to the left of Action Plan dated 13th Mar 2017 17:06 to locate and view the details.

Fire Risk Action Plan (1 occurence, last modified 24th May 2017 15:16:35)

Fire Risk Action Plan (1 occurence, last modified 13th March 2017 17:12:01)

Fire Risk Action Plan (1 occurence, last modified 13th March 2017 17:10:13)

Fire Risk Action Plan (1 occurence, last modified 13th March 2017 17:07:57)

Fire Risk Action Plan (1 occurence, last modified 13th March 2017 17:06:16)

Fire Risk Action Plan (1 occurence, last modified 13th March 2017 17:04:36)

Fire Risk Action Plan (1 occurence, last modified 18th January 2017 15:22:33)

Item Number 12i in W2 matches details on Word & Excel Grenfell FRA Actions

View Fire Risk Action Plan Data

Modified 09/08/2016 12:52:47 by CMORRIS

Actions Required

Item Number	12i
Block	GRENFELL TOWER GRENFELL ROAD
Priority	High
Category	Responsive Item
Identified Risk or Hazard	Some of the staircase doors are not being closed fully by the self closing devices fitted to the doors. These doors should be picked up during the caretakers inspections of the doors.
Action to be Taken	Any staircase doors which are not being closed fully by the self closing devices should have the self closer adjusted or a new one fitted so that the doors close fully onto their stops. Could Paul Steadman please monitor and raise response repairs as necessary
Who will carry out the action?	Nicola Bartholomew
What team are they from?	Neighbourhood Management
Actions Due Date	06/09/2016

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 17:06:16 by JWRAY

Actions Required

Item Number	12i
Block	GRENFELL TOWER GRENFELL ROAD
Priority	High
Category	Responsive Item
Identified Risk or Hazard	Some of the staircase doors are not being closed fully by the self closing devices fitted to the doors. These doors should be picked up during the caretakers inspections of the doors.
Action to be Taken	Any staircase doors which are not being closed fully by the self closing devices should have the self closer adjusted or a new one fitted so that the doors close fully onto their stops. Could Paul Steadman please monitor and raise response repairs as necessary
Who will carry out the action?	Nicola Bartholomew
What team are they from?	Neighbourhood Management
Actions Due Date	06/09/2016

Actions Taken

Please enter your response to the above risk or hazard	**Repairs raised & completed - monitoring ongoing**
Date Completed	**13/03/2017**
Is this action fully or partially completed?	**Fully Completed**

Close   History