

This procedure is linked to Form 1 – Site Walkover Inspection

This Site Walkover Inspection Procedure must be carried out at least twice a day.

Machinery Inspection

It is the responsibility of the **Site Manager** to ensure that the following controls are adhered to.

1. All machinery is visually checked at least twice a day.
2. If any dust etc has accumulated on the machinery, the machinery will be cleaned immediately.
3. Additionally, at the end of every shift all machinery is thoroughly cleaned.
4. Any sign of maintenance required must be recorded on Form 1 and dealt with immediately.
5. Any signs of a fire caused by dust settling on any hot exhausts / engine parts would be identified immediately, however due to the regular visual inception and cleaning programme this is very unlikely to happen.
6. All visual inspections are recorded using Form 1.
7. The completed Site Walkover Inspection Form will be handed on to the next shift staff or security staff as appropriate. The Site Manager will inspect and file all completed forms every 24 hours.

Electrical Faults

8. During the visual inspection of appropriate electrical cables must be inspected to identify if any are damaged or exposed.
9. All visual inspections are recorded using Form 1.
10. The completed Site Walkover Inspection Form will be handed on to the next shift staff or security staff as appropriate. The Site Manager will inspect and file all completed forms every 24 hours.

Waste Storage Inspection

11. The waste storage areas will be visually checked at least twice a day.
12. The areas must be inspected along each length to enable a full 360 degree inspection.
13. All visual inspections are recorded using Form 1.
14. Any blindspots / hard to observe locations must also be inspected, as long as it safe to do so.

DATE: September 2017
REVISION: 1
DOC #: FPP-E01
PAGE: 2 of 2

FIRE PLAN PROCEDURE Site Walkover Inspection



15. The completed Site Walkover Inspection Form will be handed on to the next shift staff or security staff as appropriate. The Site Manager will inspect and file all completed forms every 24 hours.

High Risk Observations – immediate action required

16. The following high risk observations should be recorded and actioned immediately. **All incidents noted in a) to e) below must be notified to Site Manager immediately. In the event of fire or smoke, the local Fire & Rescue Service must also be contacted immediately.**

- a) Any fires on site, small or large scale, isolated, controlled or otherwise;
- b) Any evidence of any high temperature materials (i.e. evidence of steam or smoke) from any aspect of the storage area;
- c) Any storage areas not managed in accordance with the FPP must be dealt with accordingly;
- d) Any evidence of any signs of potential vandalism or attempted vandalism (discarded materials, accelerants etc; evidence of tampering with plant and equipment);
- e) Any evidence of non-Mekatek personnel / trespassers on the site at any time; and
- f) Any signs of any spillage.

Low Risk Observations

- a) Any mobile plant not parked within the plant storage area;
- b) Any dust etc accumulated on any machinery; and
- c) Any obvious damage to a boundary fence, site security equipment or company processing equipment.

Author / Function or Department:

Process Owner / Department:
Site Manager

UNCONTROLLED WHEN PRINTED - MASTER COPIES HELD IN SITE OFFICE