



# **SJT Auto Gates**

## **MAINTENANCE PROCEDURE**

### **STEP 1 [Before attending site]**

You the system owner or manager will have requested a call out to inspect or repair an issue with your system. As a duty of care to both ourselves and yourself the following procedures will be followed. Please read it carefully as we are legally bound to follow it and we wish you to be fully informed and understand the procedure before we attend site. A call out charge if applicable will be agreed and once confirmation that you have read and understood this procedure has been received we will attend site.

### **STEP 2 [once on site]**

1. Isolate machine and undertake electrical and structural safety checks
2. Assess the extent of work requested to be undertaken and its impact on the safety of the system
3. If the requested work will result in the system left in a safe condition then we will complete the requested works and put the machine back into service.
4. If the machine is proved unsafe from the initial inspection or during the course of completing the requested works it becomes apparent that the machine will still be in an unsafe condition then we must not put the system back into service.

**This does not mean we have the right to prevent you from using your own property but the following procedure shall then be followed.**

### **STEP 3**

1. We will explain the hazards to the system owner or manager verbally on site and then in writing as soon as possible.
2. We will explain what additional works (if any) might be necessary to properly diagnose the hazards before a complete assessment is possible.
3. We will inform you in writing of the measures that will be necessary to make the system safe and provide a quotation should you require one.
4. We will request clearance to complete the original contracted work and the required safety upgrade work from the owner or system manager.
5. If acceptable all works will be carried out and the machine put back into safe service.
6. If not acceptable and you wish to gain other quotations or second opinions on the upgrade works then you can request we only undertake the contracted work you requested originally.
7. We will undertake the work but will not put the machine back into service [section 3 HSWA 1974]

9. We will inform you of where and how the system has been isolated or secured against collapse.

10. We will issue an unsafe system notice explaining the legal consequences of what would happen in the event of an incident involving the system if it returned to service in its current state.

#### **STEP 4**

If on a subsequent visit we find the system is still in service and remains in an unsafe condition the process will be repeated. Should subsequent return visits occur and each time the system has been put back into service by you the law will decide we are colluding to maintain an unsafe system and we will have to decide if we can continue to provide our services and be obliged to inform the DHF or HSE of the failings.

#### **MITIGATING ACTION**

Although as a maintenance contractor we must never place a system with safety critical defects back into service [section 3 HSWA 1974] in many cases we can revert your system to manual use or be controlled in hold to run in order to maintain security at your site. This cannot be achieved where the problem is a potential structural failure.

A schedule of structured upgrade works can be created with the safety critical works been undertaken first and the remaining works completed over an agreed period of time. This however does not prevent any criminal investigation been made should an incident occur during this period but dose show that all is been done within available budget constraints.

The above maintenance procedure is applicable to places of work and aimed at those responsible for the safe system use for its employees and all those who use it including trespassers.

Advise on these responsibilities can be found on the HSE site by following this link

[www.hse.gov.uk/work-equipment-machinery/powerd-gates/responsibilities.htm](http://www.hse.gov.uk/work-equipment-machinery/powerd-gates/responsibilities.htm)

#### **DOMESTIC SYSTEMS**

Our maintenance procedure will still be followed in the same manor but as a domestic home owner you have no criminal responsibility. The criminal responsibility of your system, once we have isolated it is still all ours so consideration will have to be given to us attending site or having written permission to isolate your system in a way where only a skilled and competent person can re-energize the system by means of tool. Ie. We will disconnect mains supply wiring and make safe.

Advise on these responsibilities can be found on the HSE site by following this link

[www.hse.gov.uk/work-equipment-machinery/fag-powered-gates.htm](http://www.hse.gov.uk/work-equipment-machinery/fag-powered-gates.htm)

Further guidance can be viewed on the DHF website

[www.dhfonline.org.uk/powerd-gates-group.aspx](http://www.dhfonline.org.uk/powerd-gates-group.aspx)

**STEP 5 [confirmation and job order]**

Should you want us to attend site please complete the attached job order form and reply by email or in writing stating your name, address and position (home owner if domestic, responsible person or system manager if commercial) confirming you have read and understand this procedure and agree to us isolating your system along with a purchase order reference you may use (if any) and we will then attend.

Thank you for your understanding and co-operation

If you have any queries please do not hesitate to contact me on 07974 939599

Stuart Taylor

SJT Auto Gates

***MAINTENANCE CALL OUT ORDER FORM***

By completing this order form I confirm I have read SJT Auto Gates maintenance procedure and accept responsibility for the system which will be isolated and will not be brought back into service by SJT Auto Gates should it be in an unsafe condition.

COMPANY NAME

RESPONSIBLE PERSONS NAME

POSITION

WORKS ORDER REF.

ADDRESS

TEL

EMAIL

PRINT

SIGN

DATE