**Purpose**

To ensure that all equipment owned and operated by the Company is maintained and inspected to ensure its adequacy at all times.

All equipment used by the Company, is either hired, leased or owned by the A1 Group.

All plant and equipment brought on site by contractors and visitors must be maintained and controlled accordingly.

**Procedure**

Equipment for use at work will be selected and purchased by the Company to be suitable for its intended use. All work equipment/operations will be under the supervision of a trained competent person.

All work equipment used by the Company will be maintained in good condition for use and where necessary they shall be subject to regular service and maintenance by internal or external staff or companies as appropriate. An in-house maintenance team is in place that ensures all equipment is serviced to ensure it is fully operational.

All servicing and maintenance shall be carried out by trained, skilled and competent persons only.

**Vehicles and Transport**

All vehicles owned and operated by the company are subject to controls for maintenance and inspections depending on the type of equipment.

For company operated cars; record of the following are retained;

* MOT’s
* Records of road tax
* Insurances

Driver licenses for employees who drive are retained in personnel files; these are re-checked and reviewed on a regular basis and any offences considered in our insurances where required. The servicing of company vehicles is managed as required and in line with manufacturer recommendations, with records retained.

Vehicles operated by the Group that are subject to vehicle licensing and VPOSA requirements operate electronic tachographs that are managed by our Transport Manager. These are reviewed with the drivers including any infringements.

Records of the 6 week inspections required are retained.

**Plant and Equipment**

Plant and equipment operated by the Company will be subject to regular maintenance. This will include;

* Regular pre-use checks on oil and grease levels.
* Maintenance and servicing by the manufacturer or another alternative, and records of this will be retained.

**Calibration**

Equipment requiring calibration is completed using external competent sources and with records retained of this calibration.

The set frequencies of this calibration are varied depending on the equipment, its use and what the manufacturer suggests as being acceptable.

**Lifting Equipment**

Equipment classes as lifting equipment shall be inspected at least annually by a competent person and records retained. Where equipment is used for lifting persons this inspection shall be 6 monthly.

**Compressors**

Compressors are used throughout the site; they are subject to a written scheme of examination and inspected by a contractor in line with scheme. Records of maintenance completed are retained.