

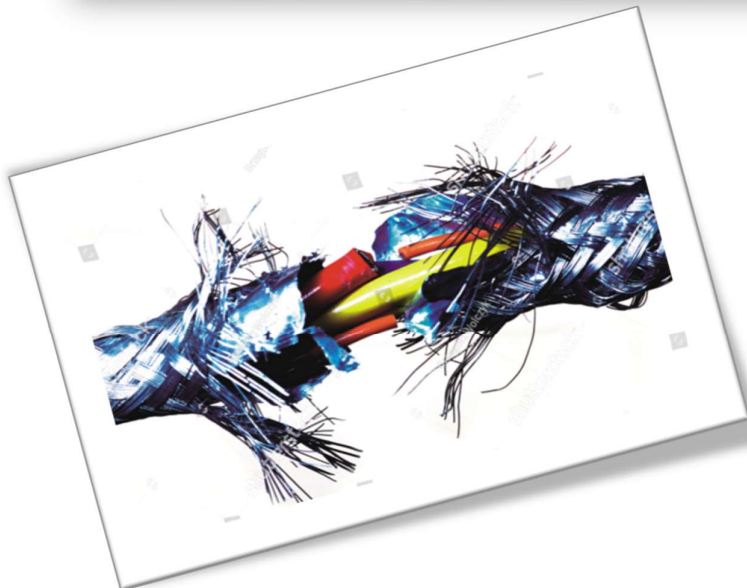
Catena

Inspection & Engineering Services Ltd
Lifting Solutions & Supplies

www.catenais.co.uk

CHS002

DEFECTS AND FAILURES POLICY



DEFECTS AND FAILURES POLICY

Links

The following documents are closely associated with this policy:

- Health and Safety Policy
- Drivers Policy
- Accident, Near Miss & Dangerous Occurrences Reporting Policy
- Investigations Policy

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Document Type:	Policy
For Use By:	Catena

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Document Ref: CHS002	Issue No: 1	Date: 03/21

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Version Control	Document Location If using a printed version of this document, ensure it is the latest published version. The latest version can be found on the company Intranet site.
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Version	Date Approved	Publication Date	Approved by	Summary of Changes
1	05/21	05/21	MoM	Amendment to Document 'Link' box Amendment to Contents page Added 'Office' to title (Pg 5)

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INTRODUCTION

Catena Inspection & Lifting Engineering Services Ltd (here after known as CATENA) acknowledges the importance of having a robust default and failures policy in order to ensure the safety and welfare of all employees and visitors, minimal downtime and damage to buildings and equipment and to ensure legislative compliance where appropriate.

OBJECTIVES

The objectives of this procedure are:

- To provide clear guidance to all employees on how to report defaults and failures
- To identify and outline responsibilities of key individuals in the management of any defaults and failures in order to ensure they are dealt with in a safe and expedient manner
- To outline the process of reporting
- To outline the process for undertaking repairs and/or replacement

SCOPE

This procedure applies to all persons working or visiting the offices and workshop at Brookhill Road, Brookhill Ind Est, Pinxton

This Policy relates to all equipment, supplies, buildings and plant.

If an event gives rise to, or has the potential to produce unexpected or unwanted effects involving the safety of staff, visitors' contractors or others it must be reported

RESPONSIBILITIES

Company Director

Is responsible for ensuring that Catena complies with all health and safety regulations and approved guidance. In practice the tasks and responsibilities for ensuring compliance with regulations and guidance relating to defect and failures equipment, supplies, buildings and plant are delegated, but overall responsibility will remain with the Company Director

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Staff

Are responsible for ensuring that

- defective parts are identified in equipment as opposed to equipment beyond economic repair, following damage, wear & tear.
- Safely decommission or dispose of unusable devices.
- Ensuring that internal repairs or investigations of equipment/items are only done by employees that are qualified to do so.
- Ensure all required maintenance programmes are completed in accordance with legislative requirements and manufacturers/suppliers' recommendations.

Health & Safety

Incidents occurring as a consequence of a defect or failure of equipment, which lead to staff and/or visitor safety issues are to be reported to the Office. The Office will then assist during the investigation phase of the incident. They will also ensure all necessary reporting is done to the HSE

DEFINITION OF TERMS

Defect – a physical problem in a machine, structure, or system, especially one that prevents it from functioning correctly

Failure- something that falls short of what is required or expected

PROCEDURE DISCOVERY OF A FAULT/FAILURE

Workshop/Office

Where a defect/failure has been identified, the following action must be taken once the environment, persons involved are safe: -

- When necessary isolate/quarantine the item to prevent further usage until appropriate corrective action has taken place
- Clearly identify the item as being damaged
- Complete the fault/failure report book and give the top copy from the book to the office
- Continue to check on the progress of the reported item

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Vehicles

Catena recognises that vehicle safety and maintenance represent a fundamental part of fleet management.

The new HSE guidelines include a work-related road safety checklist, highlighting multiple ways in which to check that vehicles are fit for purpose and maintained in a safe and fit condition. For instance, vehicles must not exceed maximum load weight, and all contents and equipment must be adequately secured.

Van daily walk around checks, and preventive maintenance naturally play a big part in road safety, users must keep a constant eye on their business vehicles.

In order to ensure best practice Catena requires all daily walk round checks to be recorded on the Van Check List sheet v1 which needs to be used to record all defaults (See Drivers Policy)

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