

# Best Practice Statement on In-service Inspection of Work Equipment

### ***Purpose of the statement***

1. The intention of this statement is to encourage consistency by defining what the European Rental Association considers to be best practice in the management and conduct of in-service inspection.

### ***Terminology***

2. In this statement periodic in-service inspection is referred to as inspection. Inspection is required by law on lifting machinery (paragraph 4). These inspections provide for the on-going safety of lifting equipment in use.

3. The term employer refers to employers and self-employed.

### ***European Legislation***

4. In Europe, the Use of Work Equipment Directive 89/655/EEC as amended by Directive 95/63/EC, Article 4a(2), states the following:

*"The employer shall ensure that work equipment exposed to conditions causing deterioration which is liable to result in dangerous situations is subject to:*

- periodic inspections and, where appropriate, testing by competent persons within the meaning of national laws and/or practices,*
- special inspections by competent persons within the meaning of national laws and/or practices each time that exceptional circumstances which are liable to jeopardize the safety of the work equipment have occurred, such as modification work, accidents, natural phenomena or prolonged periods of inactivity,*

*to ensure that health and safety conditions are maintained and that the deterioration can be detected and remedied in good time."*

5. The above Directive is implemented in member states by national law and/or guidance.

### ***Purpose of inspection***

6. Inspection is intended to:

- verify that the machine is operating as intended;
- identify defects or weaknesses which could compromise the safety of the machine;
- specify the time-scales within which identified defects or weaknesses need to be rectified;
- establish that defects identified in the previous inspection report have received attention;
- assess the correct function of all safety devices;
- check that warning notices are correctly fixed and legible; and
- where necessary, following the inspection, specify any limitations on the use.

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### **Duty holders**

#### *Employers*

7. Employers have a duty to appoint competent bodies or persons to carry out inspection. They are responsible for ensuring that inspections are carried out and that a current inspection report is available for each item of plant covered by the legislation (paragraph 4).

8. Competent bodies may be employed under contract to carry out inspection at specified intervals. These intervals may be fixed intervals or they may be set on the basis of the competent body or persons' knowledge and experience (paragraphs 14 to 17). Under these circumstances the employer retains the responsibility to ensure that the machinery is inspected within the specified intervals and that current inspection reports can be made available for examination on request.

### **Competent bodies and persons**

9. Inspection can be carried out by 2<sup>nd</sup> or 3<sup>rd</sup> parties. A 2<sup>nd</sup> party can be a type B or C inspection body and a 3<sup>rd</sup> party is a type A inspection body under the terms of EN ISO-IEC 17020-2004.

10. Organisations that employ 2<sup>nd</sup> party competent persons that are maintenance personnel who also carry out inspection should have an independent management structure that supports the competent persons they employ. The management structure should provide for their competence and independence from their other activities when they are involved in inspection activities.

11. The reporting lines within the organisations in which the competent persons work should be identified and be separate from other aspects of work that they are expected to perform that could compete with their inspection duties. Competent bodies and persons carrying out inspection should be capable of meeting EN ISO-IEC 17020-2004, i.e. *Criteria for operation of inspection bodies*. This means that competent bodies and persons should be able to demonstrate sufficient independence, impartiality and integrity to give confidence that they will carry out their duties in a confidential manner and not be influenced by other competing pressures.

12. Competent persons performing inspection should be capable of detecting defects or weaknesses for the purpose of the inspection. They should have sufficient knowledge, experience and on-going training to assess the importance of defects or weaknesses and to identify what actions need to be taken to rectify them along with necessary timescales for action.

13. Systems should be in place to ensure the quality and consistency of the competent person's professional development, including their legal, technical and administrative training. This training should include the legal responsibilities of the competent person, how to communicate with clients and what procedures to follow after completing the inspection report.

14. The competent person's measuring equipment has to be calibrated.

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### **Frequency of inspection**

15. The frequency of inspection should be set by the appointed competent body/person taking into account the rate of deterioration of the machinery under the conditions that it is expected to work. Under normal conditions of use, the following frequencies are commonly used:

<b>Machinery</b>	<b>Inspection interval (months)</b>
Telehandler	12*
Excavator (with lifting eye)	12
Tower crane**	12 24 (Finland) 24 (Spain)
MEWP	12 6 (France & UK)
<p>* if telehandlers, excavators and tower cranes are used to lift people in the UK, this frequency reduces to 6 months</p> <p>** tower cranes require inspection after installation (except in Spain if the tower crane is a self-erecting type &lt;170KNm)</p>	

16. If the competent person judges either by risk assessment or experience that the above intervals are too long because the machinery is subject to a high level of degradation, then the above intervals should be reduced. In addition, there are strong views, based on experience in France and the UK, that machinery used to lift people should be inspected at 6 monthly intervals.

17. Machinery should be inspected to a sufficient extent after it has been exposed to exceptional circumstances or an incident that could affect its safe use and an inspection report supplied.

18. When machinery such as telehandlers, excavators and MEWPs are first supplied (i.e. from new), the manufacturer's Declaration of Conformity acts as the first inspection. Inspections are then required after the above intervals and, thereafter, at the above intervals. Machinery, such as tower cranes, are required to be inspected after they have been assembled on site and at the above interval thereafter while in use.

### **Competent person refusing to carry out an inspection**

19. A competent person can refuse to carry out an inspection if:

- the equipment has no identification plate or the information on it is indiscernible,
- the equipment is so dirty that it cannot be inspected,
- the equipment has insufficient battery power, fuel or fluid levels to allow it to be tested,
- if access to routine inspection compartments is not possible
- the equipment is in a condition that could cause injury to the competent person or others and/or damage to property.

### **Reporting inspection**

20. An inspection report should be provided following each inspection. The report should contain the information given in Annex 1.

21. It is recommended that a copy of the current inspection report should be kept on the machine or a sticker placed on the machine in an easily visible position to indicate the date for the next inspection.

22. It is good practice to attach a copy of the check list used by the competent person to the inspection report. This check list provides details of the inspection and comments made by the competent person that are in addition to those given on the inspection report. It acts as a statement by the competent person on the scope of their inspection.

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### ***How long should inspection reports be kept for?***

23. The employer should keep the current inspection report at least until the next inspection report is received. Copies of inspection reports should be placed on the machine file and it is recommended that these reports are kept for the life of the equipment.

24. Copies of inspection reports should be kept by the competent body/person for sufficient time to allow judgements to be made on the appropriateness of the inspection process and intervals used.

25. It is recommended that employers keep data on defects or faults reported by the competent person. This can provide an indicator of the effectiveness of maintenance activities and the frequency of inspection. It is recommended that data should be kept for at least 5 years.

26. MEWPs: In-service records including thorough examination reports should be retained in the specific machine records for the working life of the MEWP. Should the machine be sold then the machine records should be passed on to the new owner. The retention of maintenance records is important in identifying trends as part of any planned preventative maintenance scheme.

### ***Acknowledgement***

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-  International Powered Access Federation (IPAF)
-  Hire Association Europe (HAE)
-  Loxam
-  Nationwide Access Limited
-  Aggreko

This statement has been reviewed by the ERA National Associations Committee in 2016. In particular, ERA wants to thank the following organisations for their input:

-  International Powered Access Federation (IPAF)

## ERA Statement on In-service Inspection

### Annex 1 Contents of the Inspection Report

1. The name and address of the employer for whom the inspection was made.
2. The address of the premises at which the inspection was made.
3. Particulars sufficient to identify the equipment including, where known, its date of manufacture.
4. The date of the last inspection.
5. The safe working load of the lifting equipment or (where its safe working load depends on the configuration of the lifting equipment) its safe working load for the last configuration in which it was inspected.
6. In relation to the first inspection of lifting equipment after installation or after assembly at a new site or in a new location that it has been:
  - (a) inspected after installation / assembly;
  - (b) installed correctly and would be safe to operate.
7. In relation to an inspection of lifting equipment (other than an inspection to which paragraph 6 relates):
  - (a) whether it is an inspection
    - (i) within an interval of 6 months;
    - (ii) within an interval of 12 months;
    - (iii) in accordance with an inspection scheme; or
    - (iv) after the occurrence of exceptional circumstances;
  - (b) that the lifting equipment would be safe to operate.
8. In relation to every inspection of lifting equipment
  - (a) identification of any part found to have a defect which is or could become a danger to persons, and a description of the defect;
  - (b) particulars of any repair, renewal or alteration required to remedy a defect found to be a danger to persons;
  - (c) in the case of a defect which is not yet but could become a danger to persons
    - (i) the time by which it could become such a danger;
    - (ii) particulars of any repair, renewal or alteration required to remedy it;
  - (d) the latest date by which the next inspection must be carried out;
  - (e) where the inspection included testing, particulars of any test;
  - (f) the date of the inspection.
9. The name, address and qualifications of the person making the report; if he / she is self-employed or, if employed, the name and address of his / her employer.
10. The name and address of a person signing or authenticating the report on behalf of its author.
11. The date of the report.