Site Access Company Accreditation Application Form

**By completing and submitting this form you are confirming that your organisation and employees comply with all applicable UK**

**legislation including having applicable training, qualifications and competencies required to undertake the specified work activities.**

**Email your completed form to** accreditation.arqiva@arqiva.com

**Section 1 - Mandatory for all applications**

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| **1.1 Application Type** |
| 1.1.1 Are you submitting a new or change application?  | Delete as applicable:* New
* Change
 |
| 1.1.2 What is your relationship to Arqiva? | Delete as applicable:* Contractor working direct for Arqiva
* Contractor working on behalf of an Arqiva Contractor (Sub Contractor)
* Arqiva Customer/Tenant located on an Arqiva Site
* Contractor working on behalf of an Arqiva Customer/Tenant
 |
| 1.1.3 What Level of Accreditation is Your Company Applying For? | Delete as applicable:* Structure Including Rooftop Structures and Poles / Earth Station
* Structure (Satellite)
* Rooftop (Flat Roof Only)
* Ground Other
* Ground Cabin
 |
| **1.2 Company Details** |
| 1.2.1 Company Name  |  |
| 1.2.2 Company Registered Address  |  |
| 1.2.3 Post Code |  |
| 1.2.4 Main Telephone Number |  |
| 1.2.5 Number of Employees  |  |
| **1.3 Key Contact Details** |
| 1.3.1 Person Completing this Form | Name:Position:Tel No:Email: |
| 1.3.2 Person responsible for Site Access Accreditation (if different from above) – known as Primary Contact | Name:Position:Tel No:Email: |
| 1.3.3 Person responsible for Escalations  | Name:Position:Tel No:Email: |
| 1.3.4 Person responsible for Contact Out of Hours  | Name:Position:Tel No:Email: |
| 1.3.5 Person responsible for Health & Safety Management | Name:Position:Tel No:Company (if external):Email:Qualifications: |
| 1.3.6 Person responsible for Environmental Management | Name:Position:Tel No:Company (if external):Email:Qualifications: |
| 1.3.7 If you engage the services of an external consultant for health, safety and/or environmental advice, please provide details of the terms of this engagement. |  |
| **1.4 Work activities** |
| 1.4.1 What work activities will you be carrying out on Arqiva sites? |  |
| 1.4.2 Who is your Arqiva contact/sponsor? (person requesting you to carry out works on behalf of Arqiva) |  |
| 1.4.3 How many Arqiva sites (approximately) do you intend to visit per year and how often do you think you will need to visit? |  |
| 1.4.4 What process will you put in place in order to provide your employees with the Site Access Permits?  |  |
| 1.4.5 Where work involves an activity that Arqiva deems to be high risk due to the potential for damage to infrastructure, service interruption or personal injury, you must submit a construction phase health and safety plan / method statement and risk assessment for the work on Arqiva sites.The documents must be uploaded when you make your access request on the site access system. | Acknowledge in this box that you have read and understood this and that your organisation understands that it is the responsibility of the Requestors (persons raising site access permit requests) to ensure your company RAMS meet Arqiva minimum requirements.I/We acknowledge the above requirements and confirm they will be adhered toYesNo(Delete as applicable) |
| 1.4.6 Do you use sub contractors? Please be aware that any sub contractors you intend to use must also be accredited and apply for their own site access requests.  | Delete as applicable:YesNoI/We acknowledge the accreditation requirements and confirm they will be adhered toYesNo(Delete as applicable) |
| 1.4.7 If you use sub contractors, please describe the work activities undertaken by these sub contractors. |  |
| 1.4.8 If you use sub contractors, please describe how you select them and monitor their performance. |  |
| 1.4.9 If you are a contractor working on behalf of an Arqiva Contractor, Arqiva Customer or Tenant, please state the names of the organisations you are working for. |  |

**Section 2 – Complete only if Arqiva Contractor or Arqiva Sub Contractor**

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| **2.1 Management System** |
| 2.1.1 Has your company implemented a Health & Safety Management system | Delete as applicable:* Yes
* No
 |
| 2.1.2 If Yes, is it certified to an international management standard? Please state which one and provide a copy of your certificate. | Please insert your documentation here |
| 2.1.3 Has your company implemented an Environmental Management system? | Delete as applicable:* Yes
* No
 |
| 2.1.4 If Yes, is it certified to an international management standard? Please state which one and provide a copy of your certificate. | Please insert your documentation here |
| **2.2 Enforcements and Prosecutions** |
| 2.2.1 **Health & Safety**Has your company incurred any prosecutions, statutory enforcement or civil action with respect to health and safety during the last 5 years? If Yes, please provide details. | Delete as applicable:* Yes
* No
 |
| 2.2.2 **Environment**Has your company incurred any prosecutions, statutory enforcement or civil action with respect to the environment during the last 5 years? If Yes, please provide details. | Delete as applicable:* Yes
* No
 |
| **2.3 Accident, Incident & Near Miss Reporting** |
| 2.3.1 Does your company investigate accidents, incidents and near misses? If Yes, please provide a copy of your reporting and investigation process.If No, please state reasons why | Delete as applicable:* Yes
* No

Please insert your documentation here, or state reasoning |
| 2.3.2 Has your company had any RIDDOR reportable incidents/accidents in the last 5 years? If Yes, please provide details including type, event details and any preventative/corrective measures taken to prevent re-occurrence. | Delete as applicable:* Yes
* No
 |
| 2.3.3 Please provide your accident, incident and near miss statistics for the last 3 years by completing the table or inserting applicable documentation/reports. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Enter Year | Enter Year | Enter Year |
| Fatalities (RIDDOR) |  |  |  |
| Major Injuries (RIDDOR) |  |  |  |
| >7 Day Lost Time Injuries (RIDDOR) |  |  |  |
| Minor Injuries |  |  |  |
| AFR |  |  |  |
| Dangerous Occurrences (RIDDOR) |  |  |  |
| Major Environmental Incidents |  |  |  |
| Minor Environmental Incidents |  |  |  |
| Near Misses |  |  |  |

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| **2.4 Audits & Inspections** |
| 2.4.1 Do you undertake audits and inspections of workplaces under your control and for activities undertaken by your employees/contractors? If yes, please provide a copy of your procedure and at least one completed audit or inspection report.If no, please provide justification. | Delete as applicable:* Yes
* No

Please insert your documentation here, or state reasoning |

**Section 3 –Document Evidence for Your Application**
The level of accreditation you are applying for, your relationship to Arqiva and what other certifications/accreditations you have, determines what additional supporting information we require. Use the tables below to insert the required documentation.

**Use the guidance notes in the supporting information guidance to assess what you need to provide, please also refer to the relevant documents under the Documentation, Safety, Health and Environment section on the arqiva.com website.**

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| **3.1 Insurances – Mandatory for all applications** |
| 3.1.1 You are required to have Public Liability Insurance of at least £2million for any one claim. Please provide a copy of your current certificate in PDF format. | Insert your Public Liability Insurance Certificate here: |
| 3.1.2 You are required to have Employee Liability Insurance. Please provide a copy of your current certificate in PDF format. | Insert your Employer/Employee Liability Insurance Certificate here: |

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| **3.2 Policies – Mandatory for all applications** |
| 3.2.1 Please provide a copy of your current Health & Safety Policy. It should contain the Policy Statement, Organisation and Arrangement details. It should also be signed and dated.**Note:** If you have less than 5 employees you are not required to have a written policy. | Insert a copy of your **full** Health & Safety Policy here: |
| 3.2.2 Please provide a copy of your current Environmental Policy. It should have evidence of review and should be signed and dated.**Note:** If you have less than 5 employees you are not required to have a written policy. | Insert a copy of your Environmental Policy here: |

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| **3.3 Lifting Activities – Mandatory for all applications** |
| 3.3.1 Will you be undertaking lifting activities using winches? | Delete as applicable:* Yes
* No

If yes, please also complete Section 5 |

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| **3.4 F-Gas Systems – Mandatory for all applications** |
| 3.4.1 Will you be undertaking work on air con, refrigeration, heat pumps or fire protection systems? | Delete as applicable:* Yes
* No

If yes, please also complete Section 6 |

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| **3.5 Drones – Mandatory for all applications** |
| 3.5.1 Will you be undertaking work using drones? | Delete as applicable:* Yes
* No

If yes, please also complete Section 7 |

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| **3.6 Driving – Mandatory for Arqiva Contractors and Sub Contractors** |
| 3.6.1 Please provide information on how you control/reduce the risks associated with driving on company business. |  |

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| **3.7 Lone Working – Mandatory for Arqiva Contractors and Sub Contractors** |
| 3.7.1 Please provide information on how you control/reduce the risks associated with lone working. |  |

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| **3.8 Electrical Works – Mandatory for Arqiva Contractors and Sub Contractors** |
| 3.8.1 Will you be undertaking electrical works on Arqiva sites? | Delete as applicable:* Yes
* No

If yes, please also complete Section 4 |

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| **3.9 Accreditation Level - Complete this section if you are an Arqiva Contractor or Arqiva Sub Contractor** |
| **Structure Including Rooftop Structures and Poles / Earth Station at Height****⮋** | **Structure (Satellite)****⮋** | **Rooftop (Flat Roof Only)****⮋** | **Ground Cabin****⮋** | **Ground Other****⮋** |
| **Exposure to Non Ionising Radiation (RF) Policy & Training Certificate**Please insert your documents here. Make sure you refer to sections 1.0 and 3.0 in supporting information guidance | **Exposure to Non Ionising Radiation (RF) Policy & Training Certificate**Please insert your documents here. Make sure you refer to sections 1.0 and 3.0 in supporting information guidance | **Exposure to Non Ionising Radiation (RF) Policy & Training Certificate**Please insert your documents here. Make sure you refer to sections 1.0 and 3.0 in supporting information guidance |  |  |
| **Roof Working Procedure/Policy & Training Certificate**Please insert your documents here. Make sure you refer to sections 2.0 and 3.0 in supporting information guidance | **Satellite Access & Rescue Procedure/Policy & Training Certificate**Please insert your documents here. Make sure you refer to sections 2.0 and 3.0 in supporting information guidance | **Roof Working Procedure/Policy & Training Certificate**Please insert your documents here. Make sure you refer to sections 2.0 and 3.0 in supporting information guidance |  |  |
| **Working at Height Procedure/Policy & Training Certificate**Please insert your documents here. Make sure you refer to sections 2.0 and 3.0 in supporting information guidance | **Working at Height Procedure/Policy & Training Certificate**Please insert your documents here. Make sure you refer to sections 2.0 and 3.0 in supporting information guidance | **Working at Height Procedure/Policy & Training Certificate**Please insert your documents here. Make sure you refer to sections 2.0 and 3.0 in supporting information guidance |  |  |
| **Asbestos Control/Management\***Please insert your document here. Make sure you refer to section 4.0 in supporting information guidance | **Asbestos Control/Management\***Please insert your document here. Make sure you refer to section 4.0 in supporting information guidance | **Asbestos Control/Management\***Please insert your document here. Make sure you refer to section 4.0 in supporting information guidance.  | **Asbestos Control/Management\***Please insert your document here. Make sure you refer to section 4.0 in supporting information guidance. | **Asbestos Control/Management\***Please insert your document here. Make sure you refer to section 4.0 in supporting information guidance |
| **Completed Risk Assessment & Method Statement****Please insert your documents here** | **Completed Risk Assessment & Method Statement****Please insert your documents here** | **Completed Risk Assessment & Method Statement****Please insert your documents here** | **Completed Risk Assessment & Method Statement****Please insert your documents here** | **Completed Risk Assessment & Method Statement****Please insert your documents here** |

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| **3.10 Accreditation Level - Complete this section if you are an Arqiva Customer, Arqiva Tenant or a Contractor working on behalf of an Arqiva Customer/Tenant.** |
| **Structure Including Rooftop Structures and Poles / Earth Station at Height⮋** | **Structure (Satellite)****⮋** | **Rooftop (Flat Roof Only)⮋** | **Ground Cabin⮋** | **Ground Other⮋** |
| **Exposure to Non Ionising Radiation (RF) Policy & Training Certificate**Please insert your documents here. Make sure you refer to sections 1.0 and 3.0 in supporting information guidance | **Exposure to Non Ionising Radiation (RF) Policy & Training Certificate**Please insert your documents here. Make sure you refer to sections 1.0 and 3.0 in supporting information guidance | **Exposure to Non Ionising Radiation (RF) Policy & Training Certificate**Please insert your documents here. Make sure you refer to sections 1.0 and 3.0 in supporting information guidance |  |  |
| **Roof Working Procedure/Policy & Training Certificate**Please insert your documents here. Make sure you refer to sections 2.0 and 3.0 in supporting information guidance | **Roof Working Procedure/Policy & Training Certificate**Please insert your documents here. Make sure you refer to sections 2.0 and 3.0 in supporting information guidance | **Roof Working Procedure/Policy & Training Certificate**Please insert your documents here. Make sure you refer to sections 2.0 and 3.0 in supporting information guidance |  |  |
| **Working at Height Procedure/Policy & Training Certificate**Please insert your documents here. Make sure you refer to sections 2.0 and 3.0 in supporting information guidance | **Working at Height Procedure/Policy & Training Certificate**Please insert your documents here. Make sure you refer to sections 2.0 and 3.0 in supporting information guidance | **Working at Height Procedure/Policy & Training Certificate**Please insert your documents here. Make sure you refer to sections 2.0 and 3.0 in supporting information guidance |  |  |
| **Completed Risk Assessment & Method Statement**Please insert your documents here | **Completed Risk Assessment & Method Statement**Please insert your documents here | **Completed Risk Assessment & Method Statement**Please insert your documents here | **Completed Risk Assessment & Method Statement**Please insert your documents here | **Completed Risk Assessment & Method Statement**Please insert your documents here |
|  |  |  |  | **Street Works\*\***Please insert your document here |

*Key: \*Documentation not required if your organisation has ISO45001 \*\* Mandatory only if you will be undertaking Street Work*

**Section 4: Electrical Works**

**If you are an Arqiva Contractor, or Arqiva Sub Contractor and are intending to carry out electrical works, you must complete section 4**

Only competent personnel may work on electrical equipment and systems. All aspects of design, installation, commissioning, inspection, use and testing must conform to legal and technical standards, such as the Electricity at Work Regulations 1989 and the IEE Wiring Regulations.

Any contractor undertaking electrical work on behalf of Arqiva (or Sub Contractors working on behalf of Arqiva Contractors) must have been assessed as being competent by the SHE team before they commence work. All contractors must be assessed for the applicable category of works they are undertaking:

* Category CE1 - Undertaking electrical design work
* Category CE2 –Electrical Installation and Decommissioning (ELV/LV and DC systems at any voltage)
* Category CE3 - Electrical and Electromechanical Maintenance Examples AC, lift, HVAC etc.
* Category CE4 - High Voltage AC Installations and Maintenance

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| **4.1** What level(s) of Electrical Authorisation is your company applying for? |

|  |  |
| --- | --- |
| Category | Yes/No |
| CE1 |  |
| CE2 |  |
| CE3 |  |
| CE4 |  |

 |
| **4.2** Do you also use Contractors for electrical works? (delete as applicable)Note: Any contractors you intend to use for electrical works on Arqiva sites must also be electrically authorised by Arqiva.  | * Yes
* No
 |
| **4.3 Scope of Work**What typical of electrical work activities do you intend to carry out on Arqiva sites? Please provide a statement to describe the scope of works you will be undertaking. Please insert a risk assessment and method statement for typical electrical works that you will be undertaking. |  |
| **4.4 Industry Accreditations**Please insert evidence of NICEIC or ECA registration certificates. If you do not have these then you would need to demonstrate an equivalent standard. | Please insert your documentation here: |
| **4.5 Electrical Safety Policy/Procedure**Please insert a copy of relevant documents and state applicable page numbers where the stated information can be found.Please insert your documentation here: |

|  |  |
| --- | --- |
| **Info** | **Page No.** |
| Electrical Safety Rules |  |
| Roles and Responsibilities |  |
| Competency |  |
| Supervision Requirements |  |
| Use of Sub Contractors (if applicable) |  |
| Live Working |  |
| Testing and Inspection |  |
| Permits to Work |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **4.6 Electrical Isolation**Please insert a copy of relevant documents and state applicable page numbers where the stated information can be found.Please insert your documentation here: |

|  |  |
| --- | --- |
| **Info** | **Page No.** |
| Identifying correct isolation point/equipment |  |
| Specify use of HSE approved (GS38) voltage detection instruments |  |
| Checking of voltage detection equipment against a known source prior to use/during use |  |
| Checking supply is not energised |  |
| Locking off of the isolation point |  |
| Use of warning signage/notices |  |

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| **4.7 Electrical test / inspection records**You must provide information that demonstrates your testing/inspection regime of electrical equipment.Please insert examples of test/inspection records. | Please insert your documentation here: |
| **4.8 Calibration process for test equipment**You must provide details relating to your calibration arrangements for test equipmentPlease insert your Electrical Test Equipment Calibration Procedure. | Please insert your documentation here: |
| **4.9 Electrical Design Work**If you undertake any design work on behalf of Arqiva, you must provide details of the competency your company has to undertake this work. Persons undertaking design works must hold IET Electrical Design qualification or equivalent. Please insert your design competency documents/certificates. | Please insert your documentation here: |
| **4.10 ECS Cards**Please confirm that each person carrying out work under CE2 holds as a minimum ECS Gold Card Installation Electrician and that each person carrying out work under CE4 holds as a minimum ECS Gold Card Distribution Networks Electrician.Persons working towards a Gold card are permitted to undertake works providing they are supervised by a Gold card holder | Please confirm and insert your documentation here: |

**Section 5: Lifting Activities**

**Section 5 applies to Arqiva Contractors, Arqiva Sub Contractors, Arqiva Customers/Tenants and Contractors working on behalf of an Arqiva Customer/Tenant.**

|  |  |
| --- | --- |
| **5.1 Capstan winches**Please insert your documents here. Make sure you refer to sections 6.1 and 6.2 in supporting information guidance. If this section doesn’t apply please add “N/A”  |  |
| **5.2 Erection winches**Please insert your documents here. Make sure you refer to sections 6.1 and 6.2 in supporting information guidance. If this section doesn’t apply please add “N/A”  |  |
| **5.3 Person riding winches**Please insert your documents here. Make sure you refer to sections 6.1 and 6.3 in supporting information guidance. If this section doesn’t apply please add “N/A”  |  |

**Section 6: F-Gas Systems**

**Section 6 applies to Arqiva Contractors, Arqiva Sub Contractors, Arqiva Customers/Tenants and Contractors working on behalf of an Arqiva Customer/Tenant.**

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| **6.1 Air conditioning/refrigeration/heat pumps/fire protection systems**Please insert your documents here. Make sure you refer to section 7.0 in supporting information guidance. If this section doesn’t apply please add “N/A” |  |

**Section 7: Drones**

**Section 7 applies to Arqiva Contractors, Arqiva Sub Contractors, Arqiva Customers/Tenants and Contractors working on behalf of an Arqiva Customer/Tenant.**

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| **7.1 Use of drones**Please insert your documents here. Make sure you refer to section 8.0 in supporting information guidance. if this section doesn’t apply please add “N/A” |  |

**Section 8: Requestors**

A Requester is an administrator who requires access to the site access system in order to raise permits for engineers to access site. A Requestor login should only be requested if that individual will be using the site access system on a regular basis. Logins should only be used by the individual it has been allocated to and must not be shared with anyone else.

Use this section to supply details of the Requestors that you want setup on the system when your application has been approved.

You can submit changes to these at a later date if required.

Please be aware that only individuals that work for your company directly can be added to your company. You are not permitted to add any Requesters that work for a sub contracting company – this is a breach of the Site Access Regulations.

Complete the below fields for each Requestor. Add more rows if required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Forenames | Surname | Office Number | Mobile Number | Email Address |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Note: Engineers can be set up on the system by Requestors once their access has been provided.

### APPLICATION DECLARATION

|  |  |
| --- | --- |
| Yes / No | I acknowledge that I have read and understood the Arqiva Access Regulations. (available on arqiva.com documentation section.) |
| Yes / No | I acknowledge that I and my organisation will abide by the site access rules by ensuring that they are cascaded and adhered to by all of my requestors and engineers. |
| Yes / No | I acknowledge that whilst working on Arqiva sites, all applicable rules and guidance will be adhered to. (available on arqiva.com safety, health and environment section.) |
| Yes / No | I confirm that the information provided is accurate and I have not knowingly provided false information in support of the application. |

|  |  |
| --- | --- |
| Name |  |
| Date |  |

END OF FORM

**Supporting Information Guidance**

Use the following notes as guidance on the level of detail that is required in the supporting documentation. Not all documents are required for all levels of accreditation.

**1.0 Exposure to Non-Ionising Radiation (RF) Policy**

We would like a copy of your RF Policy as evidence of how your company controls the presence of Non-Ionising Radiation. This should cover all forms of Non-Ionising radiation e.g. UV, Visible light, Radio Frequency, your employees are likely to encounter. Your policy should also include what its effects are and what preventative measures are utilised to control Non-Ionising Radiation. We expect the level of reply to be in accordance with the level of risk associated to your company’s activities. As a minimum your policy should cover the following key points:

• What safety standards or guidelines are you working to? How does that work for you in practice? What are your default working limits? How do you manage any exceptions if you have any?

• What RF Safety Awareness training do you provide to your staff? Who is providing it and what is the syllabus? (Note: to be acceptable for Arqiva, training should be at least half a day in duration but other companies may have different rules), what is the refresher period?

• What type of personal monitors do you use? (Make and model), What thresholds do they alarm at?

• What are the calibration arrangements? (How often? By whom? Who is responsible for ensuring the units are in calibration?)

• What is your policy for monitor use (on Arqiva sites one per climber is the rule)

• What do you expect people to do when their monitors alarm? Action to be taken, escalation routes?

• If your company does RF safety surveys or RF safety measurements what type

• If equipment is used for this (make and model and calibration arrangements), list of people who are approved RF surveyors? How is their competence assessed?

• Action to be taken if RF over exposure is suspected

• Screening procedure to identify people with implanted medical devices or other contra-indications for working with RF (in Arqiva this is done via the climbers medical)

• Document review period

**2.0 Roof Working, Satellite Structure Working at Height Procedures**

Working at height and on roofs carries a high risk of accidents. In line with the Work at Height Regulations 2005, we require your company to advise us on what control measures are in place to manage the risk of working at height and on rooftops, including rescue procedures.

**3.0 RF, Roof Working, Satellite Structure and Working at Height (Mast Climbing/Rescue) Training Evidence**

Work at height and RF Awareness training is a mandatory requirement for rooftop, structure (satellite) and structure accreditation. If applying for either of these accreditation levels, you are required to include copies of training certificates as part of your application. Training certificates are only accepted from Arqiva Accepted Training Providers. A list of current accepted training providers and courses can be found on arqiva.com. Copies of certification will be required to be submitted in a PDF format.

**4.0 Asbestos Control /Management**

We would like evidence to confirm how your Company complies with the Control of Asbestos Regulations (2006) and how this is conveyed to your employees. This may impact differently on individual companies dependant upon the type of work undertaken. We expect the level of reply to be in accordance with the level of risk associated with your company activities.

**5.0 Electrical Work**

Only competent personnel may work on electrical equipment and systems. All aspects of design, installation, commissioning, inspection, use and testing must conform to legal and technical standards, such as the Electricity at Work Regulations 1989 and the IEE Wiring Regulations We would like to see evidence of how you manage electrical safety within your organisation. Arqiva requires persons to hold a relevant ECS card as this in line with industry standards further information is available from Arqiva SHED if required.

**6.1 Lifting Steel Work or Dishes of 1.2m in Diameter or Larger**

We would like evidence as to what procedures/processes your company has in place for lifting steelwork/dishes of 1.2m in diameter or larger. As a minimum your documentation should include assessment of loads and lifting methods, assessment of weather conditions, communication methods during lifting/lowering, methods of rigging and avoiding damage to the structure.

**6.2 Lifting/Lowering Using Capstan Winch / Erection Winches**

We would like evidence as to what procedures/processes your company has in place for using capstan winch and/or erection winches. As a minimum your documentation should include reference to anchor points, suspension of load in relation to operators, assessment of load and capacity of winch, and training/competency of operators.

**6.3 Using Person Riding Winches**

We would like evidence as to what procedures/processes your company has in place for using man riding winches. As a minimum, the documentation provided should include reference to musson fall arrest system, winch capacity, anchor points and training and competency requirements of winch operators.

**7.0 Air Conditioning Systems / Refrigerating Systems / Heat Pumps / Fire Protection**

We would like to know how you comply with legislation and how you ensure training and competency in relation to The Fluorinated Greenhouse Gas Regulations 2015 and The Environmental Protection Regulations 2011.

**8.0 Drones**

We would like evidence of how you comply with the regulations stated in Air Navigation Order 2016 (ANO 2016) and supply a copy of your current permission document from the Civil Aviation Authority (CAA).

**Excavation Works**

We would like to see how you meet the requirements of HSE guidance note HS(G)47 Avoidance of danger from underground services. A permit to dig system must be in place prior to any excavations commencing. Excavations must be adequately supported to prevent falls of material or earth, which may endanger any person. Where excavations are undertaken close to buildings or structures due regard must be taken of the additional loads imposed. Excavations must have suitable barriers and where appropriate lights and signs. Your documentation should cover these elements as a minimum.

**Scaffolding (excluding scaffold towers)**

Scaffolding must be erected by competent persons and inspected before being brought into use and prior to every subsequent use. As a minimum, we would like to see what processes you have in place for ensuring competency of scaffold erection teams, what safe systems of work are in place for erection and dismantling and how you control hazards such as overhead lines, RF, falls from height, unauthorised access and preventing falling objectives. Inspection periods should also be documented.

**Hot Works**

No activity involving hot work or naked flames may commence until a Permit to Work system has been implemented. We would like to see details of the type of hot works you carry out, how you control/manage the risks and what fire watch and emergency arrangements you put in place.

**Cranes and MEWPS**

We would like you provide details of your procedures relating to the use of Cranes and/or MEWPS. In relation to MEWPS, the information you provide should include, as a minimum, the training and competency requirements of the operator, inspection regimes, pre-use checks, adherence to HSE guidance, emergency/rescue procedures and control of risks.

In relation to cranes, the information you provide should include, as a minimum, the training and competency requirements of the operator, inspection regimes, pre-use checks, emergency/rescue procedures, supervision details, lifting plans, slinging methods and control of risks.