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Section 1

Site Inspection Register Introduction

This register has been produced as an aid to the efficient management of our contracts; having the dual function as a source of information and as the most economic method of satisfying our obligations under law to maintain registers and certificates.

The register will be available on every contract, its use controlled by the Project/Site/Construction Manager and will replace fragmented forms and registers prescribed by statutory regulations.

The forms in this register are legal documents, but they serve a practical purpose.

They are provided as a convenient means of keeping records of the various tests, examinations and inspections that the law demands.

These records are intended to serve as evidence that the requirements have, in fact, been carried out and, therefore, they should be accurate and reliable.

It is well to remember that it may be necessary to produce records in a court of law.

The best reason for keeping records is that they help to draw attention to weaknesses and defects, which might otherwise cause injury or even death.

A careful and methodical system of record keeping should be regarded as an aid and not as a hindrance, of the efficient control of every well organised contract and its equipment.

The notes to each section are a guide to the statutory provisions and the Company's procedures to ensure an acceptable standard is maintained in discharging the duties and obligations imposed by the Labour Laws and Regulations.

Reference must be made to the appropriate part for the full text of any particular regulation.

Contact the Safety Department for assistance or clarification with respect to anything contained in this register.

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Site Inspection Register

Definitions

The following terms have no statutory definitions but the meanings given below are those that are acceptable for all practical purposes.

INSPECTION

An 'inspection' means a visual inspection by a competent person, carried out with sufficient care to decide whether or not the item inspected is safe for a further period of use.

THOROUGH EXAMINATION

A 'thorough examination' means an examination by a competent person in order to arrive at a reliable conclusion as to the safety of the items examined. If necessary for the purpose, parts of plant or equipment would be partially dismantled.

A 'thorough examination' is more rigorous and covers a longer period than an 'inspection' and consequently demands a greater degree of skill.

COMPETENT PERSON

A 'competent person' referred to in any specific regulation is a person who is sufficiently qualified by training and experience to carry out the requirements of that regulation.

The person chosen should have such practical and theoretical knowledge and actual experience of the type of machinery or plant which he has to examine as will enable him to detect defects or weaknesses which it is the purpose of the examination to discover and to assess their importance in relation to the strength and functions of the machinery or plant.

In other words, the 'competent person' must not only be able to discover defects, but must be able to tell what effect they are likely to have.

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Contents of Site Inspection Register

Section	Plant or type of work	Further particulars are given on index sheets of corresponding sections	
		What is required	How often
SECTION 1	Guidance on requirements for examinations and inspections of plant and equipment.		
SECTION 2	Scaffolds	Inspection	Weekly
SECTION 3	Excavations, shafts, earthworks, tunnels, cofferdams and caissons	Inspection	Weekly
SECTION 4	Lifting equipment	Inspection	Weekly
SECTION 5	Welfare arrangements	Inspection	Weekly
SECTION 6	Abrasive wheels	Appointment to mount wheels	As required

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Guide to requirements concerning examinations of plant and equipment

Type of plant equipment or job involved	Thorough examination			Inspection			Remarks
	When due	Who carries out this work	Results to be recorded on Form No.	When due	Who carries out this work	Results to be recorded on Form No.	
SCAFFOLD				Before use	Competent Person	Handover certificate from erection company	
SCAFFOLD EXCEPT LADDER SCAFFOLD TRESTLE SCAFFOLD OR ONE LESS THAN 2m HIGH				Weekly or since weather conditions likely to affect its strength and stability	Competent Person e.g. Foreman	Every 7 days on Inspection Report Section 2 Entry to be made same day as inspection	
MATERIALS FOR SCAFFOLDING				Before use	Competent Person		
MOBILE TOWER SCAFFOLD				Weekly	Competent person	Every 7 days on Inspection Report Section 2 except where scaffold remains in same place and for less than 7 days.	
EXCAVATIONS. EARTHWORKS. TRENCHES. SHAFTS AND TUNNELS				Daily or more often if likely that part has been affected or damaged e.g. fall, collapse	Competent Person e.g. Foreman	Record every 7 days on Inspection Report Section 3 Entry to be made same day as inspection	
MATERIALS OR TIMBER USED TO CONSTRUCT OR SUPPORT TRENCHES. EXCAVATIONS. COFFERDAMS. CAISSONS				On each occasion before use	Competent Person e.g. Foreman Joiner		
COFFERDAMS CAISSONS				At least daily or more often if explosives are used or if any part is damaged	Competent Person	Every 7 days on Inspection Report Section 3. Entry to be made same day as inspection	
DANGEROUS ATMOSPHERES IN ENCLOSED SPACES				Suitably test before men are allowed to enter therein. If reason to believe that atmosphere might be dangerous	Competent Person or someone under his supervision		

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Type of plant equipment or job involved	Thorough examination			Inspection			Reference
	When due	Who carries out this work	Results to be recorded on Form No.	When due	Who carries out this work	Results to be recorded on Form No.	
CRANE (ALL TYPES) CRABS WINCHES	At least every 12 months, and after erection, substantial alteration or repair	Competent Person e.g. Insurance Co. Engineer	Report of thorough examination as required by Schedule 1	Weekly	Competent Person e.g. crane Driver if considered competent	Every 7 days on Inspection Report Section 4. Entry to be made same day as inspection	Lifting Operations and Lifting Equipment Regulations
LIFTING EQUIPMENT (other) i.e. Excavator, Dragline, Piling Frame, Aerial Cableway or Ropeway Overhead Runway	At least every 12 months, or after substantial alteration or repair	Competent Person e.g. Insurance Co. Engineer	Report of thorough examination as required by Schedule 1	Weekly	Driver or other Competent Person	Every 7 days on Inspection Report Section 4. Entry to be made same day as inspection	Lifting Operations and Lifting Equipment Regulations
HOISTS (GOODS)	Before first use and after substantial alteration or repair At least every 12 months	Competent Person e.g. Insurance Co. Engineer	Report of thorough examination as required by Schedule 1	Weekly	Competent Person e.g. Fitter	Every 7 days on Inspection Report Section 4. Entry to be made same day as inspection	Lifting Operations and Lifting Equipment Regulations
HOISTS (PASSENGER)	Before first use and after substantial alteration or repair After re-erection after any alteration in height of travel At least every 6 months	Competent Person e.g. Insurance Co. Engineer	Report of thorough examination as required by Schedule 1	Weekly	Competent Person e.g. Fitter	Every 7 days on Inspection Report Section 4. Entry to be made same day as inspection	Lifting Operations and Lifting Equipment Regulations
CHAINS, ROPE AND LIFTING GEAR, AND WIRE ROPES	Before first use and after any alteration or repair At least every 6 months	Competent Person e.g. Insurance Co. Engineer or at a testing house	Report of thorough examination as required by Schedule 1				Lifting Operations and Lifting Equipment Regulations

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Type of plant equipment or job involved	Thorough examination			Inspection			Reference
	When due	Who carries out this work	Results to be recorded on Form No.	When due	Who carries out this work	Results to be recorded on Form No.	
PULLEY BLOCKS GIN WHEELS SHEER LEGS	Before first use and after alterations or substantial repair, unless used for loads under 1 ton At least every 12 months, and after substantial alteration or repair before lifting and loading	Competent Person e.g. Insurance Co. Engineer	Report of thorough examination as required by Schedule 1	Weekly	Competent Person e.g. Fitter	Every 7 days on Inspection Report Section 4. Entry to be made same day as inspection	Lifting Operations and Lifting Equipment Regulations
CRANES Appliances for Anchorage or Ballasting	On each occasion before crane is erected	Competent Person e.g. Crane Erector or Fitter	Report of thorough examination as required by Schedule 1				Lifting Operations and Lifting Equipment Regulations
CRANES Test of Anchorage or Ballasting	Before Crane is taken into use i.e. after erection or re-erection on a site or whenever anchorage or ballasting arrangements are changed Has to be done after exposure of crane to weather conditions likely to have affected its stability and before use.	Competent Person Normally Crane Erector in presence of Insurance Co. Engineer	Report of thorough examination as required by Schedule 1				Lifting Operations and Lifting Equipment Regulations
CRANES (JIB CRANES) with SWL over One Tonne Test of Automatic Safe Load Indicators	After erection or installation of crane, and before it is taken into use	Competent person (other than Driver) Crane Erector or Insurance Co. Engineer. Must be a competent person with knowledge of working arrangements of indicator	Report of thorough examination as required by Schedule 1	Weekly	Person carrying out weekly inspection of Crane	Every 7 days on Inspection Report Section 4. Entry to be made same day as inspection	Lifting Operations and Lifting Equipment Regulations
CRANES With SWL over One Ton Mobile. Test of Automatic Safe Load Indicator	Before Crane is taken into use. After it has been dismantled or after anything has been done which is likely to affect the proper operation of indicator	Competent Person e.g. Erector, Manufacturer fitter. Insurance Co. Engineer	Report of thorough examination as required by Schedule 1	Weekly	Person carrying out weekly inspection of Crane	Every 7 days on Inspection Report Section 4. Entry to be made same day as inspection	Lifting Operations and Lifting Equipment Regulations
MOBILE ELEVATED WORKING PLATFORMS (MEWP's)	At least every 6 months	Competent Person e.g. Insurance Co. Engineer	Report of thorough examination as required by Schedule 1	Weekly	Driver or other Competent Person	Every 7 days on Inspection Report Section 4. Entry to be made same day as inspection	Lifting Operations and Lifting Equipment Regulations

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INSPECTION REPORTS: NOTES

Place of work requiring inspection	Timing and frequency of inspection					
	Before being used for the first time	After substantial addition, dismantling or alteration	After any event likely to have affected its strength or stability	At regular intervals not exceeding 7 days	Before work at the start of every shift	After accidental fall of rock, earth or any material
Any working platform or part thereof or any personal suspension equipment	3	3	3	3		
Excavations which are supported in pursuit of paragraphs (1), (2) or (3) of Reg. 12			3		3	3
Cofferdams and caissons			3		3	

NOTES

General

- 1 The inspection report should be completed before the end of the relevant working period
- 2 The person who prepares the report should, within 24 hours, provide either the report or a copy to the person on whose behalf the inspection was carried out.
- 3 The report should be kept on site until the work is complete. It should then be retained for 3 months at an office of the person for whom the inspection was carried out.

Working platforms only

- 1 An inspection is only required where a person is liable to fall more than 2 metres from a place of work.
- 2 Any employer or any other person who controls the activities of persons using a scaffold shall ensure that it is stable and of sound construction and that the relevant safeguards are in place before his employees or persons under his control first use the scaffold.
- 3 No report is required following the inspection of any mobile tower scaffold that remains in the same place for less than 7 days.
- 4 Where an inspection of a working platform or part thereof or any personal suspension equipment is carried out:
 - i before it is taken into use for the first time, or
 - ii after any substantial addition, dismantling or other alteration;
 not more than one report is required for any 24-hour period.

Excavations only

- 1 The duties to inspect and prepare a report apply only to any excavation which needs to be supported to prevent any person being trapped or buried by an accidental collapse, fall or dislodgement of material from its sides, roof or area adjacent to it. Although an excavation must be inspected at the start of every shift, only one report of such inspections is required every 7 days. Reports must be completed for all inspections carried out during this period for other purposes, e.g. after accidental fall of material.

Checklist of typical scaffolding faults

Footings	Standards	Ledgers	Bracing	Putlogs and transoms	Couplings	Bridles	Ties	Boarding	Guard-rails and toe-boards	Ladders
Soft and uneven	Not plumb	Not level	Some missing	Wrongly spaced	Wrong fitting	Wrong spacing	Some missing	Bad boards	Wrong height	Damaged
No base plates	Jointed at same height	Joints in same bay	Loose	Loose	Loose	Wrong couplings	Loose	Trap boards	Loose	Insufficient length
No sole plates	Wrong spacing	Loose	Wrong fittings	Wrongly supported	Damaged	No check couplers	Not enough	Incomplete	Some missing	Not tied

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Undermined	Damaged	Damaged	“	“	No check couplers	“	“	Insufficient supports	“	“
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Section 2

Scaffold inspections

Reports of results of weekly inspections

Subject to the provisions of the Regulations, no scaffold (including any boatswain's chair, cage, skip or similar plant or equipment) and no plant or equipment used for the purposes of any of the foregoing shall be used unless:

- a The scaffold has been inspected by a competent person within the immediately preceding 7 days;
- b it has been inspected by a competent person after any event likely to have affected its strength or stability or to have displaced any part; and
- c a report has been made of the results of every such inspection in the form (Section 2 of this Register) containing the particulars as set out in the Schedule to these Regulations and the name and position of the person making the inspection entered.

A short check list, is provided and should be used as a guide to the scaffold inspection.

NOTE:- SCAFFOLD - means any temporarily provided structure on or from which persons perform work in connection with operations or works to which these Regulations apply, and any temporarily provided structure which enables persons to obtain access to or which enables materials to be taken to any place at which such work is performed, and includes any working platform, gangway, run, ladder or step - ladder (other than an independent ladder or step - ladder which does not form part of such a structure) together with any guard rail, toe-board or other safeguards and all fixings, but does not include a lifting appliance or a structure used merely to support such an appliance or to support other plant or equipment.

The Construction Industry Scaffolders Records Scheme applies to all who are employed under the agreements with Al Khodari Safety Management and who are required to erect, substantially alter or dismantle scaffolding with certain exceptions noted below. The Working Rules provide that an operative who has not attained prescribed levels of training and experience in scaffolding of a given kind must not be employed on them unless:-

- a under adequate supervision or
- b working with an operative who has the required training and experience, or
- c erecting, altering or dismantling simple access scaffolding with a working platform no higher than 5 metres.

These exceptions do not affect the application to such scaffolding work of the provisions of safety legislation .

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Section 2

Scaffold safety checklist for use at inspections

Description and location of scaffold					Mobile tower scaffolds			
Type of scaffold	Putlog	Permissible load per square metre		Hoist tower	Height	Too short		
	Independent tied			Yes/No				
	Special				Height ratio Base	Indoors, more than 3½ to 1	Outdoor, more than 3 to 1	
Materials used;	Galvanised	Black	Alloy	Other				
At each inspection check that your scaffold does not have faults described below					Ties guys or base weights if needed	Some missing		
Footings	Soft and uneven	No base plates	No sole boards	Undermined	Surface	Soft	Uneven	Sloping
Standards	Not plumb	Jointed at same height	Wrong spacing	Damaged	Access	Ladder not provided	Ladder of insufficient length	Ladder not tied
Ledgers	Not level	Joint in same bays	Loose	Damaged	Bracing	Some Missing	Wrong direction	
Putlogs and transoms	Wrongly spaced	Loose	Wrongly supported		Brakes or chocks	Not provided	Not secured	
Couplings	Wrong fitting	Loose	Damaged	No check couplers	Wheels	Liable to fall out		
Bridles	Wrong spacing	Wrong couplings	Weak support		Guard rails	Wrong height	Loose	Missing
Bracing facade	Some missing	Loose	Wrong fittings		Toe-boards	Wrong height	Loose	Missing
Bracing Ledger at right angles to building	Some missing	Loose	Wrong fittings					
Ties	Some missing	Loose	Physical not enough	Reveal not enough				
Boarding	Bad boards	Trap boards	Incomplete	Not enough supports				
Platform	Not wide enough							
					Temporary roofs and beamed scaffolds			
Loading	Too heavy	Shuttering propped from scaffold			Design drawings	Not provided	Not sufficiently detailed	
Brick guards	None				Scaffold	Not in accordance with drawings		
Guard rails	Wrong height	Loose	Some missing	Wrongly positioned				
Toe-boards	Wrong height	Loose	Some missing					
Ladders	Damaged	Insufficient length	Not tied					
Access	Obstructed	Not enough			Notes			

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Gin wheels	Weak supports	No identity number	Hook not moused	No check fittings
Fans	Weak supports	Not enough guy wires	Some missing boards	No hand rails
Hoist towers	Not enough ties	Not enough fencing	No gates	Poor operating position

Scaffold inspections

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Section 3

Excavations, shafts, earthworks, tunnels, cofferdams and caissons

Reports of results of daily inspection

Every part of any excavation, shaft, earthwork or tunnel where persons are employed shall be inspected by a competent person at the start of every shift during which persons are employed therein; and the face of every tunnel and the working end of every trench and the base or crown of every shaft shall be inspected by a competent person at the commencement of every shift.

NOTES TO OTHER REGULATIONS

A competent person must make an inspection of every part of an excavation, shaft, earthwork cofferdam, caisson or tunnel at the start of the shift

The competent person must also make an inspection:-

- a after any event likely to have affected the strength or stability of the excavation or any part thereof
- b where any timbering or other support may have been damaged; and
- c where there has been an unexpected fall of rock or other material.

A report of the results of the inspection must be made every 7 days or following any of the events mentioned above. It must be in the form and include the particulars shown in Section 3 of this Register and signed by the person who made the examination.

The daily inspections must include: (a) safe means of access to and egress from the place of work

(b) adequate fencing of excavations etc

(c) material, plant or equipment is not stacked or placed near the edge of an excavation so as to endanger persons employed and

(d) adequate ventilation is available to maintain a healthy atmosphere in any excavation, shaft, tunnel, cofferdam or caisson.

Excavations, Shafts, Earthworks, Tunnels, Cofferdams and Caissons

Address of contract, office, factory, quarry or other workplace

	Company
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Date work commenced

[illegible]

Section 4

Lifting equipment

Lifting equipment means work equipment for lifting and lowering of loads and includes its attachments used for anchoring, fixing or supporting it. Load includes a person.

Reports of results of weekly inspections

Every employer shall ensure that lifting equipment which is exposed to conditions causing deterioration which is liable to result in dangerous situations is inspected by a competent person at suitable intervals between thorough examinations.

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

The inspection will involve visual checks and functional tests.

Weekly inspections of lifting equipment will depend on the equipment and where and how it is used but could include, for a crane as an example, the correct operation of limiters and indicators, checking tyre pressures (if mobile equipment), checking that no components are missing, e.g. bolts, and that the controls work properly. Further recommendations on weekly inspections and daily checks for cranes are found equipment hand books

Lifting equipment covered by the regulations includes cranes, goods lifts, hoists, mobile elevated working platforms, scissor lifts, vehicle hoists, gin wheels, ropes used for access, forklift trucks, lorry loaders (hiabs) – except for delivery ONLY lorry loaders, and passenger lifts.

Accessories for lifting (commonly known as lifting gear) are also lifting equipment and includes chains, ropes, slings, components kept for attaching loads to machinery for lifting e.g. hooks, eyebolts, lifting beams or frames etc.

Lifting Equipment

work equipment for lifting or lowering of loads and includes its attachments used for anchoring, fixing or supporting it.

“load” includes a person.

Reports of results of every inspection made in pursuance of Regulations

[illegible]

Section 5

Welfare arrangements

It is the duty of person in control of a construction site to ensure that welfare facilities are provided.

A copy of this document should be posted on site notice boards.

The contractor, who has undertaken to provide the facilities, shall be deemed responsible for maintaining the facilities to the required standard for the number of persons employed by the contractor with whom the arrangements have been made.

Schedule includes for the provision of;	Sanitary conveniences
	Washing facilities
	Drinking water
	Accommodation for clothing
	Facilities for changing clothing
	Facilities for rest
	Mess facilities as required
	Sleeping accommodation if required.

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Section 5

Provision of welfare arrangements made under regulations.

(To be completed by the contractor providing facilities and displayed on site notice boards)

Address of contract, office, factory, quarry or other workplace							Company
Name of Employer or Contractor for whom facilities are provided							
	FACILITIES PROVIDED						
	First-aid boxes	Trained first-aiders	Ambulance arrangements	First-aid room	Shelters and accommodation for clothing and taking meals	Washing facilities and drinking water	Sanitary conveniences
Whether facilities provided (Yes/No)							
Date arrangements began							
Date arrangements ended							

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Section 6

Appointment of persons to mount abrasive wheels (Other than Mounted Wheels or Points)

“ABRASIVE WHEEL” Means -

- (a) a wheel, cylinder, disc or cone which, whether or not any other material is comprised therein, consists of abrasive particles held together by mineral, metallic or organic bonds whether natural or artificial;
- (b) a mounted wheel or point and a wheel or disc having in either case separate segments of abrasive materials;
- (c) a wheel or disc made in either case of metal, wood, cloth, felt, rubber or paper and having any surface consisting wholly or partly of abrasive material; and
- (d) a wheel, disc or saw to any surface of any of which is attached a rim or segments consisting in either case of diamond abrasive particles.

NOTES

- (1) No person may mount an abrasive wheel unless he has been appointed to do so.
- (2) When making an appointment we must verify that, in respect of each class or description of abrasive wheel he will mount, the person to be appointed has had sufficient and suitable information and instruction.
- (3) We are required to record the appointment he makes by means of signed and dated entries in the Register.
- (4) Copies of the entry or certificate of his appointment and, where appropriate, of the entry revoking the appointment must be furnished to the person concerned.
- (5) We may revoke an appointment at any time by a signed and dated entry in the Register
- (6) All practicable steps shall be taken to ensure that any abrasive wheel used is suitable for the work; and the maximum permissible speed in revolutions per minute is clearly marked on the abrasive wheel and shall not be exceeded.
- (7) All entries in the Register or certificates must state the class or description of the abrasive wheels that may be mounted by the person appointed. A suitable classification of wheels is as follows
 - (1) (a) Straight-sided wheels not exceeding 250mm in dia. (b) Straight-sided wheels exceeding 250mm dia.
 - (2) (a) Tapered (b) cylinder (c) cup (d) cone (e) depressed centre (f) cutting-off-wheels
 - (3) Bonded abrasive discs.

NOTE: As required by the Regulations, training may be carried out in accordance with these Regulations by our Safety Manager; only in respect of a particular abrasive wheel, used with a particular machine, on the named site, to the named person whilst in the Company's employment.

Register for the purpose of the Provision and Use of Work Equipment Regulations

Health and Safety at Work etc Act 1974

Appointment of person to mount abrasive wheels

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