

Your Company Name

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AutoVUSolutions

Visit Report Sheet

Customer

C40867

Mr & Mrs Jones
34 Bennetts Cottages
Bolton
TB12 2TB

Visit Details

Visit Type: Service
Visit Code: J6190
Order No: 102142: BC207643
Date: 16/02/2021
Consultant: Abd Enterprises
Contact:
Tel:

Job Details

Please attend site to service the lift. Comprehensive warranty visit
February 2021

Lift Details

Tag/Location:
Make: Proteam Lifts
Model: Endurance
Serial: N343112
Installed:
Warranty Exp: 07/07/2021
Removed:

Completion Notes

Lift fully serviced and client pleased with the work we have done.

Parts Used

PartID	Description	Qty
1028	Key Clamp	2
1016	Main Rollers	1
1029	Widget Part fitted to the chassis	1

VAT Exemption Certificate - Eligibility declaration by an individual

I declare that I am chronically sick or disabled and suffering from **Arthritis**

I am receiving a qualifying Product or Service/Maintenance visit supplied to me for my domestic or personal use. I claim relief from Value Added Tax under group 12 of schedule 8 of the Value Added Tax Act 1994. The work has been completed.

Customer Name: Mr & Mrs Jones

Customer Sign: 

Date: 16/02/2021

Rep Name: Jlm

Rep Sign: 

Date: 16/02/2021

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Service Checks

Customer

C40867

Mr & Mrs Jones
34 Bennetts Cottages
Bolton
TB12 2TB

Visit Details

Visit Code: J6190
Order No: 102142: BC207643
Consultant: Abd Enterprises
Contact:
Tel:

Make: Proteam Lifts
Model: Endurance
Serial: N343112

Check Item	Status	Remarks
Gear, Motor, Brake	GOOD	
Motor Current	GOOD	
Rack & Pinion or Chain & Sprocket	GOOD	Greased the rack slightly
Rail & Fixings to Stair	GOOD	
Rollers	WORN	Rollers are still ok but will require change at next service visit.
Safety Edges	GOOD	
Safety Gear & Over Speed Device	GOOD	
Footrest & Springs	GOOD	
Swivel Arm & Springs / Power Swivel	GOOD	
Chair & Wall Stations	GOOD	
Upholstery	WORN	Front edge of seat worn.
Trailing Cable / Cable Reeling Drum		N/A
Limit Switches	GOOD	
Overload, Circuit Breaker / RCCD	GOOD	
PCB, Wiring & Fuses	GOOD	
Manual / Auto Hinge		None fitted
Batteries / Charger	GOOD	

Rep Name: Jlm

Rep Sign: 

Date: 16/02/2021

Mobile Hoist Servicing

Customer

C40867

Mr & Mrs Jones
34 Bennetts Cottages
Bolton
TB12 2TB

Visit Details

Job Number: J6190

Order No: 102142: BC207643

Manufacture Date:

Last Examination:

Next Examination:

Group Health & Safety, Environmental & Quality Management Standard Operating Method Statements HS-OF-7.3-2.1

1. Description of Works

1.1 Scope

The scope of this document is to detail procedures to be carried out, equipment to be used and personnel involved in the servicing of a Mobile Hoist. The statement will also give reference to the relevant risk assessments carried out for the operation detailed, and the control measures to be taken to prevent injury or loss occurring from the findings of those assessments.

1.2 Application

Our engineers will observe site safety regulations detailed by the site operator at all times when on site as a minimum standard, unless Our safety management system supersedes the control measures required in any way. Under no circumstances would we ever lower the required safety standards set at site by following their own management systems.

1.3 Event Sequencing

Arrival and site setup

- On arrival at site the engineer will make contact with the owner / occupier or appointed person for the site (site manager). The engineer will explain to the site manager what they are about to carry out and give an estimated time for the completion of the jobs for that day.
- Where required the engineer will complete any necessary documentation such as visitors books, site log and attend site induction if required (please contact the project manager detailed above prior to the service date to notify of requirement to attend site induction)
- Where necessary the engineer will make the area safe to work in by demarking the area with protective barriers.
- All reasonable precautions will be taken to protect existing finished surfaces which include the use of dust sheets.

Servicing

- The engineer will carry out a service as recommended by the hoist manufacturer and carry out all tests necessary to ensure that the system is safe to be used following the service.
- The engineer will clean the hoist to remove any dust and marks as a result of the servicing ready to hand over to the customer.
- The engineer will be responsible for leaving their working area clean and tidy in the state that they found the area, with all dust and packaging materials removed back to our regional service centre for sorting and recycling where possible.

- The engineer will complete all necessary paperwork and leave the site, informing the site manager / owner that they have left.

1. Resources

1. – Plant & Equipment Required

- Tool bag with Hand Tools required for the service
- Multi-meter
- Battery tester

1. – Requirements for Competent Persons

- Qualified Service Engineer x1
- Project Manager \ Supervisor (to attend site on random visit basis)
- HSEQ Manager (to attend site on a random visit basis to check Quality & Safety compliance)

1. Risk Analysis

With reference to the risk assessments detailed in the associated documents section of this method statement, the PMUK Technical Manager has assessed this task as a low level procedure due to the control measures in place and the information instruction training and supervision given to all our service engineers during their normal working operations.

1. Control Measures

Control measures for the tasks involved are detailed on the risk assessment sheets attached to this method statement, all our engineers are trained in the details of these risk assessments and the control measures necessary to reduce the risk to the level stated above.

1. PPE Requirements

- Safety Boots – to EN 345 (200 Joules) steel toecap protection
- High Visibility Jacket – Minimum Waistcoat Style with EN 471 Class 1 Reflective Strips **if required by the site**
- Eye Protection – Minimum Safety Glasses to EN 166 (abrasive cutting will require sealed goggles) **if required by the site**
- Gloves – Minimum EN 388 protection against mechanical hazards **if required by the site**

1. Permit to Work Requirements

- All permits to be obtained if the site issues prior to works commencing

1. Emergency Procedures

- Our engineers will follow site safety emergency procedures at all times
- We will follow site safety first aid reporting procedures.

1. Operative Briefings

- Our engineers will be briefed by the project manager and / or the HSEQ manager prior to attending site
- The briefing manager will provide information instruction and training regarding the method statement, risk analysis and control measures required.
- The project manager and HSEQ manager will hold toolbox talks when making random site visits regarding the risks present and control measures required to safe guard form injuries.

1. Supervisory Arrangements

- As detailed in section 2.2 of this method statement.

1. Associated Documentation

- Detailed Job Sheet for the Job Reference No listed above

- HS-MP-6.15-1.1 Sub-Contractor Evaluation & Approval – if applicable
- Risk Assessment – Working with electricity
- Risk Assessment – Working with Hand tools
- Risk Assessment – Manual Handling – Field based operations

Rep Name: JIm

Rep Sign: 

Date: 16/02/2021

