

Statutory Inspections and Certification Policy

Various Regulations, Approved Codes of Practice, British Standards and Health and Safety Executive guidance documents set minimum requirements for the regular formal inspection of a variety of pieces of equipment or systems, which might present a risk to individuals should they fail. Some of these, such as Local Exhaust Ventilation systems, Lifting Equipment and Pressure Systems are covered under other, more explicit, Policy documents: this Policy provides a broad overview of the requirements and complements other such Policies.

This Policy applies to and within all buildings and external spaces across the University's campuses, including Gibbet Hill, Westwood and Wellesbourne. The Policy also applies to all activities managed by the University at off-campus accommodation properties. This Policy is supported by University arrangements, instructions, and guidance, which are available on the University's Health and Safety web pages.

Under the provisions of Regulation 26, Safety Regulations and associated University Health and Safety Policy document, it is the duty of all staff, students and others working in the University to comply with this Policy, together with any other instructions, rules and guidance that may apply.

Core Principles

1. Some inspections are required under explicit legal requirements and others under Approved Codes or British Standards (or equivalent): the University considers all such requirements to be 'Statutory' and all are dealt with in the same manner.
2. 'Statutory' Inspections are required on:
 - Pressure Systems
 - Lifting equipment, including cranes, hoists and passenger lifts
 - Lifting accessories, including chains, ropes, hooks and strops
 - Work at height equipment, including Mobile Elevated Work Platforms, scaffolds, harnesses, lanyards, running lines and attachment points
 - Power presses
 - Local Exhaust Ventilation
 - Fixed electrical wiring
 - Gas installations
 - Water outlets
 - Fire protection (including detection and alarm) systems
3. The responsibility for statutory inspection and certification of all systems and equipment notified to them sits with the Estates Office, unless that responsibility has formally been passed to the owner/department (e.g. for specialist research equipment).
4. The responsibility for notifying Estates of all such systems and equipment, and for regular user checks, sits with the 'owner', which will be the department that purchased or hired the equipment, or, if that is not clear, the dominant user.
5. Whilst Estates are the primary department responsible for inspection and certification the owner/department are also responsible for ensuring that their staff and students do not use any items which are not within a current certification period, or are defective in any way: all such items should be isolated or quarantined and labelled accordingly.

6. The use of systems and equipment can only be undertaken following the provision of adequate information, instruction and training. Users must carry out all necessary checks prior to use and only operate systems and equipment in accordance with the manufacturers' instructions and parameters.
7. All systems and equipment used within any department must be risk assessed, and the risk assessment process must identify any items or systems which require statutory inspections: the manufacturers operating and safety instructions and safety certification should help in this process: all such items must be registered with Estates 'asset tagged' accordingly.
8. Suitable maintenance, including a whole-system maintenance programme that considers factors such as age, uses and the environment, should be identified, must be detailed in a planned maintenance/examination scheme where necessary, and that scheme be followed.
9. Master copies of Statutory Inspection Certificates are retained by the Estates Office, and copies made available to departments as and when appropriate.
10. Practical Completion and handover of new-build projects and refurbishments must not be completed unless all of the necessary Statutory Inspection Certificates (or equivalent commissioning certificates) have been provided.

Responsibilities

The Director of Estates is ultimately responsible for the implementation of this Policy in relation to items notified to them by the owner/department, for Estates owned or operated equipment and for the maintenance of records and certification within the QuEMIS Planned Preventative Maintenance (PPM) or Assets modules (or equivalent system).

Heads of Departments are responsible for the implementation of this Policy with regard to work equipment owned and operated by their respective departments, or for systems or equipment which have been formally transferred to them by Estates. It is recommended that departments also use the QuEMIS Planned Preventative Maintenance (PPM) or Assets modules for this purpose, or, if not, a system which is equivalent to or better than those modules must be used.

All staff within departments must comply with this Policy and the associated arrangements, instructions and guidance.

The Director of Health and Safety is responsible for advising on the standards and regulations that must be achieved in order to meet legal requirements; for keeping the University's Health and Safety website up to date with the related policy documents; and for ensuring that spot checks and audits are carried out to provide assurance that activities are being carried out in compliance with this Policy.

Review

This policy will be reviewed when any legal requirements change or at least once every three years.

Document Control			
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