

Types of System/Plant	Action required	Frequency	Inspection by	Type of Inspection	Relevant Legislation and/or Guidance
Fire and Smoke					BS 9999:2008 Code of practice for fire safety in the design, management and use of buildings
Fire extinguishers	Inspection Discharge (not CO ₂)	12 monthly 60 monthly	Competent person (Accredited Company)	Statutory Statutory	BS EN 3:2000 Portable fire extinguishers BAFE, LPC or similar
Fire detection & alarm systems	Functional check Inspection Inspect and Test	Daily Weekly 3 monthly 12 monthly	User User Competent person (Accredited Company)	Operational Operational Operational Statutory	BS 5839-1:2013 Fire detection & alarm systems Code of practice Loss prevention Standard 1014 requirements for Fire detection & alarm systems installers. FIA, LPC, or similar
Fire hose reels	Visual Inspection Function Test	1monthly 12 monthly	User Trained person	Risk Assessment Risk Assessment	BS EN 694:2001 Fire hose reels BS EN 671-3:2009 Fixed fire fighting systems
Smoke extract system Fire Curtains Powered Exhaust Ventilators	Simulated Test Inspection	Weekly Risk assessment	User Trained person	Operational Statutory	BS 9999:2008 Code of practice for fire safety in the design, management and use of buildings
Fire protection extinguishing systems Communication Rooms and Server Rooms CO ₂ and Inert Gas Systems	Visual Training Panel Test Inspect and Test Enclosure Integrity	Weekly 1 monthly 3 monthly 6 monthly 12 monthly	User Competent person (Accredited Company)	Non Statutory Business Risk	BS 5306-0:1986 Guide for the selection of installed systems and other fire equipment FIA or other fire FGas Certification body for HCFCs
Non Automatic Fire Protection System Dry (or Wet) Risers and hydrants	Visual Inspection Hydraulic Test	Weekly 6 monthly 12 monthly	User Competent person (Accredited Company)	Statutory	BS EN 671. BS 9990:2006 and BS 5306-1:2006. BS588-12 and Building Regulations FIA, LPC or similar accreditation
Automatic sprinkler Protection systems Wet System (Wet/Dry) Dry System Pre-engaged Fire Pumps	Depends on type and purpose - Risk based	weekly 1 monthly 3 monthly 6 monthly 12 monthly	Trained person Competent person (Accredited Company)	Operational Operational Operational Statutory Statutory	BS 12845 2004 Automatic sprinkler systems LPCB certificate of conformity BS 9251 Sprinkler systems for residential & domestic occupancies (CoP) FIA, LPC or similar
Escape routes (pressurisation test)	Requirement and details are subject to the Fire Risk Assessment	Risk based	Competent person	Statutory	BS EN 12101-6:2005 Smoke & heat control systems certificate
Escape routes Fire Doors	Visual inspection Auto Doors Inspection	Weekly 1 monthly 6 monthly	User User Competent person	Operational Operational	HSWA Section 2 Building Regulations BS999: 2008
Car park ventilation – smoke extract	Test Inspection and Testing	Monthly 12 Monthly	User Competent person		Building regulations for smoke control, Local Exhaust Ventilation for fume control (Statutory)
Fire System Risk Assessment	Risk Assessment	As specified in RA or through change.	Competent person (Accredited Company)	Statutory	Risk Assessment specifies the criteria for the management of fire systems.

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Energy & Environment					
Water for domestic use within buildings	Use of correct fittings.	Flushing & cleaning certificate; chlorination certificate		Operational	BS 6700 2006 & AI 2009 Design etc Water for domestic use within buildings. Water Regulations 1999 Water Industry Act 1991 (Section 119)
Effluent Discharge (tank or vessel drain downs or Cooling Towers)	Notice Permitting Discharges			Operational	
Drainage Interceptors	Physical Inspection	6 months	Competent Person	Operational	BS EN858-2 (2003) PPG3
	Emptied and Internal Inspection	5 Years	Competent Person	Operational	
Oil Storage Installation Above Ground >200L <3500L >3500L (Different in Scotland)	Bund (water/leaks)	Weekly	User	Operational	Control of Pollution (Oil Storage)(England) Regulations 2001 or the Water Environment (Oil Storage)(Scotland) Regulations 2006 Section J of the building regulations Pollution Prevention Guidance 2
Oil Pipes and flexible pipe Overfill devices	Installation – Condition and limits tests report.	Annually	Competent Person	Operational	
	Pipework underground	5 or 10 years yearly	Competent Person	Pressure Test	
Emissions					
Waste disposal		Records of		Statutory	Environmental Protection Act 1990
WEEE		Records of		Statutory	Waste Electrical & Electronic Equipment Regulations 2007 Environmental Protection (Duty of Care) regulations 1991 The Hazardous Waste (England & Wales) Regulations 2005
Refrigerant gases – HFCs; HCFC's	Follow fixed schedule of inspections for leaks.	Follow guidance in F-Gas Regs for frequency	REFCOM Certified Company, Competent person	Statutory	F Gas Regulation No. 842/2006 Card Holder Category 1 to 4 and sufficient experience.
Display energy certificates (public buildings over 1000m ²)	Building inspection and certification	12 monthly	Competent person	Statutory	Energy performance of Buildings (certificates & inspections) Regulations 2007
Energy Performance Certificate	Building inspection and certification	On construction, sale or rent	Competent person	Statutory	Energy performance of Buildings (certificates & inspections) Regulations 2007
Air conditioning inspections	A/C system inspection and certification greater than 12kW cooling load	Inspection 60 monthly	Accredited person	Statutory	Energy performance of Buildings (certificates & inspections) Regulations 2007 CIBSE TM44
Boiler inspections					EU Energy performance of Buildings Directive
Environmental management	Minimize and control environmental impact.	Combustion checks Oil 6 Monthly Gas annual	Gas Safe/OFTEC Certified Company, Competent person	Operational	ISO 14001:2004 Environmental management systems Gas Safe Card with certification for appliances

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ELECTRICAL					
Electrical including Lighting					
Electrical Installations and Equipment					
Includes fixed electrical, control panels.	Visual and functional checks	3-60 monthly	Competent person	Operational	Inspection is recommended. Inspection frequency varies according to the type of equipment and the environment used in.
Electrical Installation Condition Report	Thorough Inspection and test	Subject to previous report.	Competent Person	Statutory	BS7671:2008 IET Wiring Regulations
Portable Electrical Appliances (PAT)					
A portable appliance in a low risk area is an electrical appliance that can be plugged in, or moved whilst connected to an electrical supply and includes some fixed appliances.	Pre-use checks Heavy use equipment e.g. by mobile engineer, cleaners and on construction site need risk assessment	At suitable intervals Vary according to requirement Testing	User Competent Person (C+G2377)	Operational	The Health & Safety at Work Act 1974 (HSW) The Management of the Health & Safety at Work Act Regulations 1999 (MHSWR) The Provision & use of work Equipment Regulations 1999 (PUWER) The Electricity at Work Regulations 1989 (EAWR) HSE HSG107 Maintaining portable and transportable electrical equipment HSE INDG236 Maintaining portable equipment in offices
Emergency Lighting					
The continued operation of emergency lighting is imperative, and testing is required to ensure it remains in a serviceable condition. Logbook record required	Full discharge for self contained fitting 36 months after installation and then annually. Indicators of central power supplies Short Duration Test Monthly Discharge Test	Daily Monthly 12 Monthly	User User Competent person	Operational Operational Statutory	The Electricity at Work Regulations 1989 (EAWR) The Health and Safety at Work Act 1974 (HSW) BSEN 50172:2004 (BS5266-8:2004) Emergency escape lighting systems. The frequency of inspection and testing may change subject to assessment or building type.
Lightning Conductors					
Lightning protection and earthing systems.	Condition and inspection Report	11 monthly (indicative)	Competent person	Operational	The Electricity at Work Regulations 1989 (EAWR) The Health and Safety at Work Act 1974 (HSW) BSEN 62305 (1-4) 2006 Protection Against Lightning
Local Authority Entertainments Licensing					
As required by Local Authority for public areas, includes emergency lighting, and lightning protection.	Local authority mandates	12 monthly or as required	Competent person	Statutory	The Management of the Health & Safety at Work Act Regulations 1999 (MHSWR) The Electricity at Work Regulations 1989 (EAWR)

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Lifts, escalators, lifting equipment					
Passenger Lifts					
All lifting equipment used to lift or lower persons.	Service	Risk Assessment	Accredited Company Competent person	Operational	Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
	Engineering Inspections	6 monthly	Accredited Company Competent person	Statutory	Provision and Use of Work Equipment Regulations 1998 (PUWER) The Electricity at Work Regulations 1989 (EAWR) The Management of the Health & Safety at Work Act Regulations 1999 (MHSWR)
Lifts & Hoists					
Lift used for lifting goods and equipment only.	Service	Risk Assessment	Accredited Company Competent person	Operational	Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
	Engineering Inspections	12 monthly	Accredited Company Competent person	Statutory	Provision and Use of Work Equipment Regulations 1998 (PUWER) The Electricity at Work Regulations 1989 (EAWR) The Management of the Health & Safety at Work Act Regulations 1999 (MHSWR)
Escalators					
Includes stair lift conveyor, horizontal and vertical conveyor walks.	Service	6 monthly	Competent person	Statutory	Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) Provision and Use of Work Equipment Regulations 1998 (PUWER) The Electricity at Work Regulations 1989 (EAWR)
Mechanical plant					
Hot Water Boilers (>100°C) Heating systems MTHW and HTHW,	Provision of written scheme of examination	14 monthly	Competent person. Independent and minimum Incorporated Engineer	Statutory	Pressure Systems Safety Regulations 2000 (PSSR) Provision and Use of Work Equipment Regulations 1998 (PUWER) The Electricity at Work Regulations 1989 (EAWR) HSC ACOP L122 Safety of Pressure Systems
Steam Boiler and Steam Ovens generating high pressure hot water, or steam. The steam oven/autoclave/steam Coffeemakers.	Provision of written scheme of examination	14 monthly	Competent person Independent Chartered Engineer	Statutory	Pressure Systems Safety Regulations 2000 (PSSR) Provision and Use of Work Equipment Regulations 1998 (PUWER) The Electricity at Work Regulations 1989 (EAWR) HSC ACOP L122 Safety of Pressure Systems
Steam Pressure Vessels use steam to sterilise laboratory materials and equipment, or hold gasses or liquids at high pressure.	Provision of written scheme of examination	26 monthly	Competent person	Statutory	Pressure Systems Safety Regulations 2000 (PSSR) Provision and Use of Work Equipment Regulations 1998 (PUWER) The Electricity at Work Regulations 1989 (EAWR)

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Other Pressure Vessels - All other non steam vessels containing a relevant fluid, used to hold gases or liquids at high pressure. >250BarLitres	Provision of written scheme of examination	26 monthly	Competent person	Statutory	Pressure Systems Safety Regulations 2000 (PSSR) Provision and Use of Work Equipment Regulations 1998 (PUWER) The Electricity at Work Regulations 1989 (EAWR)
Refrigeration Plant (>25 kw) Where Gas, liquid, and mechanical pressure is used to move heat in order to refrigerate.	Provision of written scheme of examination	48 monthly	Competent person	Statutory	Provision and Use of Work Equipment Regulations 1998 (PUWER) The Electricity at Work Regulations 1989 (EAWR)
Compressed Air	Provision of written scheme of examination	14 monthly	Competent person	Statutory	Pressure Systems Safety Regulations 2000 (PSSR) Provision and Use of Work Equipment Regulations 1998 (PUWER) The Electricity at Work Regulations 1989 (EAWR)
Local Extraction (LEV) - Equipment used in the extraction of fumes or dust. Spray Booths -Paint, chemical spray booths	Condition and performance report	14 monthly	Competent person	Statutory	Control of Substances Hazardous to Health Regulations 2002 (COSHH) HSG258:2008 Controlling airborne contaminants at work: A guide to local exhaust ventilation Guidance Notes EH40 and HS(G) 54 1987
Gas installation -Landlord annual safety check for tenanted premises	Safety Certificate	12 monthly	Competent person Gas Safe Registration	Statutory	Gas Safety (Installation and Use) Regulations 1998 (SI 1998 No 2451) HSC ACOP L56 Safety in the installation and use of gas systems and appliances
Ventilation System	Risk Assessment	Risk Assessment	Competent Person to TR/19 Standard	Operational	MHSWR 1992 (Reg 5 and 6) HVCA TR/19
Kitchen Extract	Part of Fire Risk Assessment	Risk Assessment	Competent Person to TR/19 Standard	Statutory	Fire Regulations HVCA DW/172
Powered Mechanical Closers	Where a person may become trapped in a closing door	12 monthly	Competent Person	Statutory	BS7036
Health and Safety					
Asbestos	Risk Assessment	Kept up to date and managed.	User	Statutory	Control of Asbestos Regulations 2006
	Training	Annual training for those potentially exposed	Competent Person	Operational	
Noise	Risk Assessment	Assessment report	Competent person	Statutory	Control of Noise at Work Regulations 2005
Substances hazardous to health:	Data sheets, method statements, records	As required	Competent person	Statutory	Control of Substances Hazardous to Health Regulations 2002 (COSHH)

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Water systems – Water Hygiene Risk Assessment - Management Control of legionellosis	Cooling tower Risk Assessment	Subject to risk Assessment	Accredited Company Competent person	Statutory	HSE ACoP L8 Prevention & Control of Legionellosis BS 8580 risk assessment for the control of Legionella in water systems Notification of Cooling Towers and Evaporative Condensers Regulations 1992 Control of Substances Hazardous to Health Regulations 1999 (COSHH).
	Cold water Storage and Tap Temps	Assessment	User/ Competent person	Operational	
	Laboratory samples	Assessment	Accredited Company Competent person	Operational	
Hazard risk assessment	Identification of: trip, slip, head injuries, working at height, confined spaces, hazardous areas, emergency preparation.	At least Annually	Responsible Person	Statutory	MHSWR 1999 Fire Reform (Fire Safety) Order 2005