



**Health & Safety Inspections
& LOLER Thorough Examinations
SERVICE & INFORMATION PACK**

WELCOME!

Caltec is a specialist automotive services company that provides the highest standards in on-site calibration & inspection of workshop tools and equipment. We also deliver quality assurance, specialist department audits and related facilities to the motor industry on a national basis.

Caltec is committed to technical excellence, our strength lies in the provision of a reliable, high quality service; this way our products can be delivered with the greatest value to our customers.

We continually strive to put our principles in action in everything we do: making a difference to people and the industry through performance.

We provide services to a growing number of dealership groups, franchises and independent garages in England, Scotland and Wales.

INSPECTION SERVICE

Regular inspection and maintenance of workshop equipment and periodic “thorough examinations” by a third party “competent” person are recommended in order to conform to the H & S At Work Act 1974 and associated LOLER and PUWER Regulations 1998 in order to demonstrate that you are taking the necessary precautions to ensure that your workshop equipment does not represent a risk to the safety of your employees. It’s often a crucial part of quality assurance, insurance, health and safety procedures and dealership standards too.

Caltec offer a comprehensive on-site inspection & thorough examination service of workshop equipment carried out by GEA accredited engineers. We developed our inspection service as a direct response to client specified key requirements:

- ✓ To meet franchising standards and dealer standards
- ✓ To maintain simple inspection documentation to meet Health & Safety, LOLER / PUWER Requirements
- ✓ To restrict inspection to those items of equipment necessary to meet Health & Safety, LOLER / PUWER requirements
- ✓ To have minimal disruption - with equipment only taken out of use for as long as it takes to inspect and service them
- ✓ To have a simple and cost effective pricing structure
- ✓ To provide a one stop shop for calibration, inspection (including thorough examinations) and maintenance of all workshop equipment

Inspection Process

Caltec take care of the whole inspection process from advising when inspection is due through to handing over up-to-date documentation; leaving you to concentrate on your customers and core business. Where appropriate we will combine inspection visits with calibration to minimise disruption and provide a single inventory.

Customer equipment is inspected on-site through a national network of fully qualified and experienced engineers working from mobile workshops fitted with the latest test equipment.

Visits are arranged and confirmed by our service team who provide a convenient time and date for our engineer to visit your site. Caltec Engineers will examine equipment presented for inspection and give advice on condition of equipment, safety and suitability for use.

Caltec uses a unique and innovative computer based management and control system to streamline data processing, reduce costs, improve responsiveness and quality of information for the customer.

Equipment Maintenance

If Equipment fails to meet the required standard and minor maintenance/repair is necessary this will be done, where possible, at the time of the visit. Should equipment require specialist maintenance/repairs, the engineer will document what is wrong with it and the timescales required to carry out the work. Where items are unsafe we will issue a defect report and advise they are removed from use.

Note: It is essential that dangerous or potentially dangerous equipment is removed from use and that you take the appropriate corrective action - this may include advising the health and safety executive. We will provide as much help and information as possible.

Certification

Caltec provide you with a range of inspection documentation including equipment inventory, detailed inspection sheets and high quality certification.

The Equipment Control Chart identifies each piece of equipment by type, the unique equipment reference number, the location, equipment status, the date on which inspection took place and the date when inspection is next due.

Certification is issued by Caltec against the correct HSE Regulations and Standards. Caltec certificates provide a unique set of records comprising equipment type, make and model , equipment reference , safe working load, inspection dates and intervals, inspection findings and recommendations against clearly defined categories :-

A - Defects which are or could become a danger to persons.

B - Defects which could become a danger to persons within the stated period and remedial actions.

C - Other defects and observations.

The certificates also act for you as records of equipment performance and should be retained for a minimum of 12 months. Along with the option for hard copy certification we give you several options in order to manage your certificate portfolio:

- ✓ Certification by **email** to be stored on your own systems
- ✓ Access to up-to-date records through an **on-line account**
- ✓ A unique **equipment organiser** to store hard copy certificates & related documentation

Information is held on our database for three years should you need to refer to inspection data for any reason.

Equipment Identification

Caltec reference equipment with up to ten characters that can if necessary (and with the owner's approval) be engraved / painted on equipment to provide a basis for unique identification.

Each individual piece of equipment is labelled to show equipment reference/serial number, when inspection took place and the date on which it needs to be inspected again.

Caltec administer the entire inspection process. We will contact clients some days in advance of the due date to agree a convenient date and time when the visit can take place. This will be followed by a confirmation letter/email identifying the Engineer appointed to carry out the work, together with a list of equipment requiring inspection during the visit.

As part of the inspection process we alleviate the burden of maintenance and administration of the system from Functional Managers and ensure the service provided by Caltec on behalf of clients, is properly documented.

