

## Pre-Start Checks – Quality Principles

Check you have everything you need including the right people, paperwork, tools, equipment, instructions and suitable training before your start. Inspect any items prior to installation to pick up any post-delivery issues that can be fixed before the item is used.

### Delivery Inspections

- Ensure that any hired in equipment is provided with evidence of its last inspection prior to being put into use. Any equipment that hasn't been inspected upon arrival should be quarantined and deemed 'unfit for use' until the required inspections have taken place. For further information on pre-use checks for work equipment see [HSPR15 Provision and Use of Work Equipment \(PUWER\)](#).
- Use form A02 in the CDFR02-03 Project Inspection and Test Plan to inspect any delivered items prior to installation.

### Correct Paperwork

- Update and consult the Inspections and Test Plan frequently to identify any hold points and other special requirements (this should also include any subcontractors).
- Ensure a sufficient Risk Assessment / Method Statement is completed and briefed to the relevant personnel before works begin.
- Read and follow the manufacturer's instructions on the storage and use of equipment, installation and any operational requirements (including maintenance).



### Right People

- Before beginning a task, evaluate the task to make sure that sufficient resources are available.
- Check that the personnel involved in the task are suitable and that they have the skills, knowledge, experience and training required to safely and efficiently complete the task. If unsure, this could be demonstrated through the following:
  - Checking Employees Training records / competency cards.
  - Asking the personnel task related questions.
  - Observing the personnel during parts of the task.



### Correct Tools / Equipment

- Ensure that tools to be used for a task are pre-identified.
- Check that the tools are in good working order and that the relevant visual / pre-use checks have been completed.
- Ensure that all measuring / monitoring equipment (e.g. torque wrenches, Cat & Genny, laser levels etc.) has been calibrated by a UKAS certified provider and that a valid certificate of calibration is present (see [CDPD41](#) for more information).

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### Questions:

**Q1: State 3 ways of reviewing a person's competency to complete a task?**

**Q2: State the requirements for measuring and monitoring equipment?**

### REGISTER OF ATTENDEES

Delivered By: (name / job title)	
Project No.:	
Project Name:	

Name (print)	Sign	Date