

AEIS In-Service Inspection Method Statement**1 Introduction**

This document outlines the inspection method statement to be followed by an Allianz Engineering Inspections (AEIS) Competent Person when carrying out in-service inspections of any form of plant or equipment

2 Definitions**2.1 Competent Person**

The competent person as defined by SAFed (Safety Assessment Federation), for the purpose of carrying out this inspection work.

“A person who has such practical and theoretical knowledge and actual experience of the type of work of equipment which he has to inspect as will enable him to detect defects or weaknesses which it is the purpose of the inspection to discover, and to assess their importance in relation to the strength and function of the particular equipment.”

The term “Competent Person” refers not only to the individual employee who carries out the duties of inspection, but also to the Inspection Body which employs the Competent Person.

2.2 Inspection

“A careful and critical visual scrutiny of the plant or equipment, in and out of service, using suitable techniques, including testing and measurement where appropriate, to assess:

- ***Its actual condition***
- ***Whether, for the period up to the next inspection it will not cause danger when properly used if normal maintenance is carried out, and for this purpose “normal maintenance” means such maintenance as is reasonable to expect the user/owner to have carried out independently of any advice from the Competent Person making the inspection.”***

3 General Requirements to be provided by the User / Owner**3.1 Inform the Competent Person if the Plant is not available**

The agreed inspection interval shall not be exceeded unless the plant or equipment has been taken out of service, in which case the user / owner shall inform the Competent Person when the plant or equipment will become available. An inspection should subsequently be arranged and completed before the plant or equipment is returned to service.

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The competent person carrying out the inspection will, at their discretion, require that additional testing be arranged, such as Non Destructive Testing or the exposure of

Normally enclosed parts considered necessary to assess the condition and fitness of the machine for continued safe use.

3.3 Provide safety information

Information on any relevant "Safe System of Work" in use by the owner / user is to be provided to the Competent Person prior to inspection, to enable safe completion of the inspection.

3.4 Provide relevant documentation

Relevant documents, such as instruction manuals, previous inspection reports, test certificates, maintenance and repair details etc. should be made available by the user / owner for scrutiny when **requested by the Competent Person**. Where applicable, the EC "Declaration of Conformity" or a "Declaration of Incorporation" relating to the plant or equipment should also be made available to the Competent Person.

3.5 Provide safe access and assistance where necessary

Safe access to allow the inspection to take place is the responsibility of the user / owner and assistance during the inspection may have to be provided in some cases.

In cases where an inspection of internal spaces falls within the definition of a confined space and/or is carried out at height for example; a boiler steam drum mounted at height, the risk assessment will identify control measures that shall include a rescue plan. The rescue plan and provision of a suitably qualified and trained rescue team is the responsibility of the user/owner of the equipment.

4 Clothing, Personal Protective Equipment (PPE), Tools & Measurement Equipment

The Competent Person is supplied with appropriate clothing and personal protective equipment. This does not include ladders, access platforms and entry into confined spaces requiring breathing apparatus and air monitoring. The user/owner or their appointed representative shall provide safe access and egress.

It is the responsibility of the user/owner to provide and specific PPE for the meeting their specific site requirements. Alternatively, if specific PPE is supplied by AEIS at the user/owners request, AEIS reserve the right to reimburse costs as an additional fee to the user/owner.

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The Competent Person carries minimal tools to open inspection covers and panels. The user/owners should expose critical hidden parts at the request of the Competent Person.

The Competent Person is supplied with calibrated measurement and test equipment in support of the visual examination. Calibration records are held by AEIS.

5 Competent Person Health & Safety

The Competent Person is constantly assessing risk through their Dynamic Risk Assessment. They are supplied with generic risk assessments for the majority of anticipated in-service inspection activities and further guidance is within the AEIS quality management system. Site specific risk assessments are undertaken and recorded if the Competent Person identifies additional or unusual hazards.

This document forms part of the risk assessments and method statements (RAMS) and should be considered along with the generic risk assessment to be part of our (RAMS), they will be made site / plant / item specific by the application of the Competent person's Dynamic Risk Assessment (RA1, RA2 & RA3).

Client safety requirements shall be formally documented within the AEIS quality management system, so that they form part of the agreed non-standard scope of inspection requirements as detailed in the AEIS Inspection Contract for the Competent Person.

6 Appointments & preparation requests

The Competent Person will make appointments and inform the Responsible Person / Designated Contact of preparation and access requirements prior to visiting site. The requirements for appointments may be waived by the user/owner. However, this is only applicable if no significant user/owner preparation is required.

7 Entering site

The Competent Person will comply with any site requirements for checking in and will make contact with the site Responsible Person / Designated Contact. The Responsible Person / Designated Contact shall inform the competent person of any site hazards and provide and appropriate "Permit to Work", if necessary.

8 Inspection

The Competent Person shall check that any documents provided are relevant to the plant or equipment being inspected.

8.1 The inspection shall include at least the following:

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- A thorough visual inspection of the plant or equipment; removal of inspection covers by the Competent Person may be necessary to facilitate this inspection.
- Functional operation of the plant or equipment for the configuration as seen at the time of inspection.

8.2 The inspection shall establish that:

- The plant or equipment operates safely.
- The previously reported defects have received attention.
- Safety devices are in place and functioning properly.
- Guarding is in place, secure and, where applicable, functions correctly.
- Any warning notices and other required operating instructions are fixed in position and are clear and unambiguous.

8.3 The inspection shall also establish:

- The presence of damage, distortion, defects or modification, which affect the safe operation of the plant or equipment.
- The presence of other defects which could cause future failure and / or danger

8.4 Lighting Requirements

As part of the Competent Person's dynamic risk assessment, consideration shall be given to the adequacy of lighting levels in undertaking the required inspection.

If the lighting level is too low, then defects may be missed and conversely, if too high, then the light glare or reflected light may also adversely affect the Competent Person's ability to identify defects. It is therefore important the Competent Person ensures that lighting levels are adequate before an inspection commences.

The lighting level is recommended as 500 Lux, with a minimum of 350 Lux.

If the general ambient light level is too low, then the user/owner shall be requested to provide temporary lighting. If local lighting is considered to be too low, then the Competent Person shall utilise a portable light source e.g. torch.

Utilisation of additional light source, can also be beneficial to increase the contrast between surface imperfections and the background.

8.6 Additional tests and inspections

If the inspection reveals symptoms which require further investigation or, if some normally inaccessible components have not been inspected for some time, the Competent Person may request exposure of the hidden components. The Competent Person may also request load testing or other specific inspections such as Non Destructive Testing (NDT) to establish the condition of the parts.

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9 Leaving site

The Competent Person will comply with any requirements for checking out.

If there are any defects identified that cause immediate danger, the Competent Person shall inform the site Responsible Person / Designated Contact of the danger. This is done verbally and via a written Emergency Report. The Responsible Person / Designated Contact is asked to acknowledge receipt by signing the Emergency Report.

10 Reporting

Upon completion of the inspection, the Competent Person will compile and issue in a timely manner, a report of thorough or partial examination, as appropriate. The report will detail and defects found in order of severity, together with any observations / recommendations that the Competent Person consider appropriate.

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