SS 14.2 - Signs for SS 1-13

Address:			
Provided by (name):			
Register of signs eg sign for SWL of lift, sign how to operate manual call point etc.			
	System for which the Sign is for	**Type**	**Location**
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Performance/Installation Standard:	The installation and performance standard are dependant on the system that the sign is for.	
Inspections and Maintenance Standard:	☐ Compliance Schedule Handbook ☐ Specifically designed solution provide details separately	
As a minimum these inspections and maintenance procedures will be carried out:	Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. See Below	
Inspection frequency and responsibility:	☐ Monthly	☐ Owner ☐ IQP
	☐ Annual	☐ Owner ☐ IQP
Inspections and Maintenance: *Monthly Inspections* *Monthly Maintenance*	• Of correct type • In correct location • Legible • Clean • Check securely fixed to wall • Check for damage	

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Reporting:	The owner must keep records of all inspections, maintenance and repairs undertaken in the previous 24 months. The records must be kept with the compliance schedule and as a minimum, include: • Details of any inspection, test or preventative maintenance carried out. Include dates, work undertaken, faults found, remedies applied, and the person who performed the work. • A Form 12A provided by an IQP annually

The information above is used to help generate the compliance schedule. If you are unsure of how to fill in this form please consult an IQP who is registered for the system above.