

# SAE Document Checklist

The following checklist has been compiled to assist duty holders to ensure the documentation held on file for their suspended access equipment (SAE) is sufficient and within guidelines. D2E recommend the documents listed are held as a physical 'hard' copy in addition to any electronic file, as electronic files can be corrupted and/or data lost. D2E view this list as a minimum requirement, but advise too much information can hinder any investigation.

Document:	Requirement:	Held:	Remarks:
EC Declaration of conformity	Retain for the duration of the equipment life	<input type="checkbox"/>	Issued at installation
Installation Certificate	Retain for the duration of the equipment life	<input type="checkbox"/>	Issued at installation
Thorough examination before first use	Retain until the equipment ceases to be used	<input type="checkbox"/>	Issued post first commission
In service thorough examination certificate (6 or 12 months' dependant on duty)	Until the next report is made or two years, whichever the latter	<input type="checkbox"/>	With 6 monthly inspections retain for two years
Certificate of load test	Retain for the period of validity	<input type="checkbox"/>	Issued Annually
Certificate of supplementary test(s)	Retain for the period of validity	<input type="checkbox"/>	2/10 yearly LG3 tests and any others as recommended by the manufacturer
In service inspections/tests	Until the next report is made	<input type="checkbox"/>	
Safe Working Area Risk Assessment	Retain for the duration of the equipment life and update when changes occur	<input type="checkbox"/>	
Hold Down Units (HDU)	Held on file for reference	<input type="checkbox"/>	If retained this detail can save the necessity for 'breaking out' HDU's periodically



## Key

SAE	Suspended Access Equipment
HDU	Hold Down Unit
LOLER	Lifting Operations and Lifting Equipment Regulations
PUWER	Provision and Use of Working Equipment Regulations
H&SAWA	Health and Safety at Work Act

## BS EN1808

### Safety Requirements for Suspended Access Equipment

Over and above the items listed in the preceding table, BS EN 1808 advises a logbook be compiled containing the following information:

- Name of the competent person in charge of the SAE
- Date and name of operator(s)
- For Temporary SAE, serial numbers of hoists and secondary devices
- Number of hours the SAE is in service
- Number of hours the wire ropes are in use
- Record of any reportable incident and the action taken
- Dates of periodic inspections and records of the outcome
- Use at specific locations where limitations on use may be required
- Parking the SAE in the 'out of service' position
- Maintenance and repair records
- Drawings and diagrams enabling maintenance personnel to carry out their tasks
- Wire rope specification prescribed by the manufacturer
- Certificates of wire ropes
- Warnings shall be given regarding the dismantling of spring loaded reelers or winder
- Information about replacement criteria for wire ropes and all components subject to wear
- Checks on the integrity of any seal on the setting element of an overload or secondary device

## References

1. LG3: SAFed guidelines on the thorough examination of suspended access equipment and building maintenance units.
2. BS EN1808
3. BS EN6037
4. LOLER
5. PUWER
6. H&SAWA

## Disclaimer:

D2E wish to clarify that nothing contained in this document changes, modifies, supersedes or in any way seeks to make other recommendations to the information and/or regulations published by the recommended industry specialists.

