

PUWER 1998: reg 4, equipment suitable for the work; reg 5, maintained in efficient working order; reg 6, inspected where its safety depends on installation or conditions; reg 9, operators and supervisors trained. LOLER 1998: reg 8, every lifting operation planned by a competent person, supervised and carried out safely; reg 9, thorough examination — six-monthly for equipment that lifts people and for lifting accessories, twelve-monthly for other lifting equipment, or to a written scheme. The assessor asks how plant is selected, who maintains it, where the thorough-examination reports are, and how operators are trained — hired plant is this business's duty while it uses it. The plant register is KD-SITE-PR-017, the pre-use check KD-INS-PL-004, the lifting equipment register KD-INS-LE-003, the attachments register KD-INS-AT-025, abrasive wheels KD-INS-AW-037, portable appliances KD-INS-PA-038, the lift plans the KD-LIFT range.

1 THE EMPLOYER

EMPLOYER / BUSINESS	RESPONSIBLE PERSON	DATE	REVIEW BY

2 HOW THIS BUSINESS DOES IT

THE PLANT AND EQUIPMENT THIS BUSINESS OWNS AND HIRES

MAINTENANCE, INSPECTION AND EXAMINATION

OPERATORS AND SUPERVISORS

SMALL PLANT, POWER TOOLS AND ELECTRICAL EQUIPMENT

3 RECORDS THAT EVIDENCE THIS ARRANGEMENT

Tick what is held. Where the record does not exist yet, the tick is the action.

- ☐ Plant on site register and hire log — KD-SITE-PR-017
- ☐ Plant pre-use inspection checklists — KD-INS-PL-004; MEWPs KD-INS-MW-024; hoists KD-INS-HO-021
- ☐ Thorough-examination reports and the register — KD-INS-LE-003; attachments and forks KD-INS-AT-025
- ☐ Lift plans and appointments — KD-LIFT-CL-001, KD-LIFT-GL-002, KD-LIFT-AP-003; accessories pre-use KD-LIFT-AC-005
- ☐ Abrasive wheel and cartridge-tool register — KD-INS-AW-037; portable appliance register — KD-INS-PA-038
- ☐ Temporary electrics inspection record — KD-INS-TE-008
- ☐ Maintenance records and service invoices for owned plant; hire agreements and delivery inspection for hired plant
- ☐ Operator tickets and familiarisation on the matrix — KD-SITE-TC-004

WHERE THE RECORDS ARE HELD	KEPT BY	KEPT FOR

4 ADOPTION

By signing, the director adopts this arrangement as the way this business works and undertakes that the records it names are kept.

Adopted by the director:

PRINTED NAME	POSITION	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.