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| Date: 10/06/22  Location: NRS Woodcote  Topic – Lifting Tackle |
| Present: Laura Hands (Auditor) Dave Albrighton ( Auditor)  Paul Lagram (Site manager) |

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| Summary: the system at woodcote is in place and works very well, its comprehensive and easy to use and follow. The only area of improvement is for any items that need to be quarantined and or scrapped. There needs to be a procedure written for this and an area designated for these items with signage to inform staff etc that these are not to be used. |

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| Images | Description | Action: actions to be carried out by: |
| Lifting Tackle | 1. Lifting Tackle register - present in folder is comprehensive and in date, matches colour coded system that is in place in the cage. 2. Good colour coded system in place that is easy to use with good signage. 3. Clean and well stored and locked equipment inside workshop, fitter’s ad plant ops only have access to keys. 4. In use register for signing in and out of all the equipment. 5. Quarantine system needed. 6. Area/ bin for damaged tackle and quarantine tackle to be added to stores. | Area to be defined where quarantine tackles and chains will be placed with signage and tags to indicate this, another area also to be defined for tackles that are no longer in use or need to be destroyed.  System needs to be written up as a procedure and putting in place – damaged items/ quarantine items. |
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| Auditors Name: | Auditors signature: | Date: |
| Mangers Name | Manger’s signature: | Date: |