

Approved Form (AF 4)

Results of Inspection & Thorough Examination of Personal Flotation Devices

NOTE:

This form is to be used to record the inspection and thorough examination of personal flotation devices (PFD). The inspection of the personal flotation devices must be undertaken in accordance with the manufacturer's instructions. The thorough examination needs to be undertaken at least every 12 months. The thorough examination is in addition to the requirement for inspections.

Indicate the name of the person for whom the report has been prepared.

The approved form may be stored in a computer and duly authenticated as soon as is practicable afterwards.

Name of
Employer or
Contractor:

Address of
Registered
Office:

Address of
Site:

Description of equipment inspected / examined, with serial number or reference number	Date of inspection / thorough examination	Results of inspection / thorough examination State condition of personal flotation device(s)	Comments or action taken	Name (in block capitals) and signature of person who undertook inspection / thorough examination
I ○ E ○				

^ **Note:** I ○ = Inspection

E ○ = Thorough Examination

See further notes overleaf

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NOTES:

General:

1. This form contains the report of the results of inspections and thorough examination of Personal Flotation Devices.
2. Personal Flotation Devices must be Inspected in accordance with the manufactures instructions.
3. Personal Flotation Devices must be Thoroughly Examined every 12 months.
4. The report must be signed by the person making the Inspection or Thorough Examination.
5. The Report shall be kept on site while relevant work is being carried out.
6. Where no relevant work is being carried out on the site the report shall be kept at an office of the contractor for whom the inspection was made.
7. Regulation 3(4) provides as follows:-

Where under these Regulations records, reports, certificates or other documents are required to be made and kept it is sufficient compliance with such requirement if the person concerned -

(a) enters the record, report, certificate or other document in an approved form in a computer, and

(b) duly authenticates it as soon as is practicable afterwards.

8. Regulation 86(2) provides as follows:-

A contractor responsible for a construction site shall ensure for that site that personal flotation devices provided in pursuance of this Regulation are -

(a) properly maintained,

(b) checked before each use,

(c) inspected in accordance with the manufacturer's instructions, and

(d) subjected to a thorough examination every 12 months.

9. Regulation 86(3) provides as follows:-

On the day of a required inspection or examination under paragraph (2), the person who carries out the inspection or examination, as the case may be, shall -

(a) make a report of the results in an approved form, and

(b) sign the report.