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<b>Change History</b>			
<b>Date</b>	<b>Issue</b>	<b>Approved</b>	<b>Reason for Amendment</b>
04/04/2014	1	SN	First issue
01/07/2015	2	CH	Amendment to procedure to reflect recent audits
11/04/2017	3	CH	Amendments to correct the incorrect clauses within the procedure highlighted during previous audit.
07/01/2019	4	CH	Amendments to procedure due to actions raised by the audit carried out on 18/12/2018.
14-01-2020	5	CH	Additions based on recommendations and new requirements.

**1. Purpose**

This procedure defines the methods used by Goody Demolition Ltd to control the activities within the workshop.

**2. Scope**

This procedure applies to all aspects of the Goody Demolition workshop facility.

**3. Responsibility**

The Plant Manager has overall responsibility for the management of the workshop

The Workshop Manager is responsible for the day-to-day running of the workshop facility including work planning, maintenance, service and administrative duties.

**4. References**

- Nonconformities, Corrective & Preventive action Procedure MSP 011
- Nonconformity Report Form MSF 005
- Purchase order (triplicate book)
- Work Equipment Point Safety Check Plant Form MSF 331
- Repair Workshop Job Sheet MSF 332
- Service Workshop Job Sheet MSF 333
- Returns Note (triplicate book)
- EuroCarParts Returns Note (triplicate book)
- Weekly Yard Checklist MSF 304
- Auto data software

**5. Definitions**

<u>Nonconformity</u>	Nonconformity report used to record any deviations from planned arrangements.
<u>Vehicles/Plant</u>	Includes all company vehicles, plant, attachments etc.
<u>COSHH</u>	Control of Substances Hazardous to Health Regulations providing requirements to protect workers and other from the potential adverse health effect of using chemicals and substances.

**6. Measurement of process**

- 6.1. The effectiveness of the workshop will be measured by
- Its ability to maintain the service schedules required by its customers.
  - The number of nonconformities raised and attributed to workshop activities.

**7. General**

- 7.1. The Workshop and associated areas shall be kept tidy at all times. Particular attention should be paid to the prevention of slips trips and falls.
- 7.2. The Plant Manager will conduct a weekly walk-around inspection of the yard, workshop areas and related facilities to determine whether the areas are clean, tidy, free from environmental / H&S concerns and free from slips, trips & falls. This is recorded on the Weekly Yard Checklist (MSF 304).
- 7.3. All spillages shall be cleaned up immediately using appropriate absorbent materials to prevent health and environmental hazards. All absorbent material shall be disposed of in accordance with regulatory requirements

- 7.4. A weekly check of the workshop and facilities shall be carried out by the Workshop Manager and the results recorded on the Weekly Yard Checklist. The physical records are then filed into the Weekly Yard Checklist folder located within the Operations Manager's office.
- 7.5. All workshop equipment shall be maintained in accordance with planned preventative maintenance schedules and records held.
- 7.6. Workshop welfare facilities are to be kept clean and tidy at all times. Stocks of washing products should be readily available.
- 7.7. First aid kits and eye wash stations shall be kept fully stocked and readily available.

## **8. Service, Repair and Maintenance**

- 8.1. The workshop generally service, maintain and repair vehicles plant and accessories used in the day-to-day activities of the company.
- 8.2. Work may be received from Goody Demolition Ltd, Truecut Diamond Drilling Ltd, Horizon Environmental Ltd, P & G Scaffolding Ltd or Datum Groundworks Ltd.
- 8.3. Upon receipt of a job the appropriate form (selected from MSF 331, MSF 332 or MSF 333) should be completed by the Workshop Manager. This should provide as much information as possible to enable the faults to be easily identified.
- 8.4. The appropriate form (selected from MSF 331, MSF 332 or MSF 333) should then have a unique job number allocated. This job number should be marked on all other documentation involved in this job. The Workshop repair sheet shall be passed to the mechanic upon allocation of the job.
- 8.5. Prior to the start of any work the Mechanics should familiarise themselves with the current Risk Assessment and Method Statements applicable to the task in hand. They shall also ensure they review the COSH risk Assessments for any chemicals or substances to be used.
- 8.6. Prior to the start of work, the Mechanics should ensure that all tools and equipment are fit for use i.e. portable electrical equipment PAT test in date, lifting equipment such as ramps and jacks are within their thorough examination dates etc. All tools should be subject to a pre-use visual inspection to ensure they are fit for use.
- 8.7. The Mechanic will carry out the required service, maintenance or repair work as required and in accordance with the manufacturer's instructions, Service Workshop Job Sheet (For vehicle services), Work Equipment Point Safety Check Plant Form (For plant services). Plant / vehicles / equipment (etc.) will be removed from service and the use of said item will be prevented until the works have been completed and confirmation has been received that it is safe for use.
- 8.8. If new parts are required they shall be purchased in accordance with section 8 below
- 8.9. All work carried out, parts used and time spent should be recorded on the Repair Workshop Job Sheet in the relevant sections.
- Note: Tyres should not be recorded on the Workshop Repair Sheet as these are purchased on account and invoiced directly to the accounts department by the supplier.
- 8.10. Once the job has been completed the Mechanic should check that all information has been recorded on the Repair Workshop Job Sheet and sign it. One copy should be passed to accounts for invoicing except for Goody Demolition jobs. Another Copy should be filed in the Vehicle/Plant history file. For Goody Demolition jobs both copies should be filed in the vehicle/plant history file.
- 8.11. If a Service Workshop Job Sheet or Work Equipment Point Safety Check Plant Form is used, this should be completed, signed and filed in the vehicle/plant history file.

**9. Purchase of parts**

- 9.1. All requests for parts shall be made to the Workshop Manager who will raise a purchase order using the triplicate pads. The purchase order will provide sufficient information to enable the supplier to provide the required parts.
- 9.2. The purchase order number shall be prefixed as follows:
- Workshop stock (WSS)
  - Workshop (WS)
  - Truecut (TC)
  - Horizon Environmental (HE)
  - P&G Scaffold (PG)
  - P&G Brickworks (PGB)
  - Datum Groundworks (DG)

For example, purchase order number 13500 used for a Truecut Job would have TC written in front of the purchase order number i.e. TC – 13500.

- 9.3. All suppliers of parts and services will be approved in accordance with MSP 004 Purchasing, Supplier & Subcontractor Control section 7.
- 9.4. The purchase order is a triplicate form, the copies of which should be distributed as follows:
- White – to the Supplier.
  - Pink – To Accounts with Invoice.
  - Yellow – Workshop Manager.

**10. Incoming Goods**

- 10.1. Upon receipt of goods they should be checked against the yellow copy of the purchase order. If the goods are found to be acceptable the delivery note should be signed and passed to accounts for payment. If any parts are to be returned a Returns Note shall be completed.
- 10.2. The returns note number shall be written on the purchase order next to the item to be replaced. The Returns Note is a triplicate form which should be distributed as follows:
- 1x Copy – sent to the Supplier with the Part.
  - 1x Copy – Sent to the Accounts department with the Invoice.
  - 1x Copy – Kept by the Workshop Manager until the Credit Note has been received. Then passed onto the Accounts department.

For EuroCarParts, a different triplicate pad is used as EuroCarParts have designed and distributed their own version, the copies are dealt with by the Workshop Manager as follows:

- 1x Copy – sent to the Supplier with the Part.
- 1x Copy – Sent to the Accounts department with the Invoice.
- 1x Copy – Kept by the Workshop Manager until the Credit Note has been received. Then passed onto the Accounts department.

**11. Stock**

- 11.1. The workshop maintains a small stock of consumables such as filters, bulbs, oils, lubricants etc.
- 11.2. The storage facilities shall comprise of racks, cupboards or areas set aside especially designed for the storage of all materials, products and chemicals, according to their individual requirements, to ensure they

are adequately protected against damage of any kind and to meet environmental and or safety regulations where they apply.

- 11.3. All products, parts, materials, goods etc. shall be stored in such a manner that they are fully identified at all times and where specified can be used in rotation to ensure they do not exceed any shelf life restrictions. Adequate segregation of materials shall be ensured to prevent confusion between different products, materials etc.
- 11.4. No items shall be removed from the store without the authorisation of the Workshop Manager or the Plant Manager. The Plant Manager designates a member of his team to monitor stock levels of Small tools and Work equipment and the Workshop Manager monitors Plant and Vehicle parts, both of them will make periodic assessments to verify stock lists to ensure they remain accurate and to prevent excesses building up or shortages occurring leading to delays. Items considered out of date or obsolete shall be removed from stock and placed in quarantine where possible or clearly marked "DO NOT USE" to avoid their inadvertent use.
- 11.5. Quarantined items will be reviewed on a regular basis to determine their current status with a view to disposing, reusing or returning the product. Regulatory requirements concerning the disposal of materials, chemicals, products etc. shall be observed at all times.

## **12. Handling customer owned property**

- 12.1. All customer owned property, shall be inspected before handling to ensure it is free from damage and that all expected items are present and correct. Any discrepancies shall be immediately notified to the customer. Any damage should be noted on Repair Workshop Job Sheet.
- 12.2. All customer owned property shall be protected throughout the duration of the job, by use of seat covers etc.
- 12.3. Any damage to customer owned property while in the possession of the Workshop must be reported immediately to the Operations Manager and recorded on an NCR.

## **13. Disposal**

- 13.1. All waste materials, chemicals, products and goods shall be disposed of in accordance with manufacturer's instructions and regulatory requirements.
- 13.2. Disposal information can be found in the manufacturer's information, COSHH Assessments and Material Safety Data Sheets.