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BSI Standards Publication

Code of practice for the planning, design, setting up and use of temporary suspended access equipment

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Foreword

Publishing information

This British Standard is published by BSI and came into effect on 31 March 2010. It was prepared by Subcommittee B/514/39, *Suspended access equipment*, under the authority of Technical Committee B/514, *Access and support equipment*. A list of organizations represented on this committee can be obtained on request to its secretary.

Supersession

This British Standard supersedes BS 5974:1990, which is withdrawn.

Information about this document

This is a full revision of the standard, and introduces changes as a result of the following.

- Changes in legislation, in particular the introduction of the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 [1].
- Advances in technology.

Use of this document

As a code of practice, this British Standard takes the form of guidance and recommendations. It should not be quoted as if it were a specification and particular care should be taken to ensure that claims of compliance are not misleading.

Any user claiming compliance with this British Standard is expected to be able to justify any course of action that deviates from its recommendations.

It has been assumed in the preparation of this British Standard that the execution of its provisions will be entrusted to appropriately qualified and experienced people, for whose use it has been produced.

Presentational conventions

The provisions in this standard are presented in roman (i.e. upright) type. Its recommendations are expressed in sentences in which the principal auxiliary verb is "should".

Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element.

The word "should" is used to express recommendations of this standard. The word "may" is used in the text to express permissibility, e.g. as an alternative to the primary recommendation of the clause. The word "can" is used to express possibility, e.g. a consequence of an action or an event.

Notes and commentaries are provided throughout the text of this standard. Notes give references and additional information that are important but do not form part of the recommendations. Commentaries give background information.

WARNING This British Standard calls for the use of substances and/or procedures that can be injurious to health if adequate precautions are not taken. It refers only to technical suitability and does not absolve the user from legal obligations relating to health and safety at any stage.

Contractual and legal considerations

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with a British Standard cannot confer immunity from legal obligations.

Attention is drawn to:

The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 [1];

The Health and Safety at Work etc. Act 1974 [2];

The Provision and Use of Work Equipment Regulations (PUWER) 1998 [3];

The Management of Health and Safety at Work Regulations 1999 [4];

The Construction (Design and Management) Regulations 2007 [5];

The Work at Height Regulations 2005 [6];

The Machinery Directive (2006/42/EC) [7];

The Manual Handling Operations Regulations 1992 [8];

The Workplace (Health, Safety and Welfare) Regulations 1992 [9];

The Shipbuilding and Ship-repairing Regulations 1960 [10];

The Supply of Machinery (Safety) Regulations 1992 [11];

The Personal Protective Equipment Regulations 2002 [12].

Introduction

Temporarily suspended access equipment (TSAE) is used to support or contain workers working at height on engineering and construction sites. This British Standard gives guidance and recommendations to enable TSAE to be installed (erected, altered and dismantled), maintained, examined and used in a safe manner. It also sets out the responsibilities of all parties involved with those activities.

NOTE Attention is drawn to the Machinery Directive [7].

TSAE can be a working platform or platforms, work cage or chair suspended from a suspension rig which would be assembled at the place of work, used to carry out specific tasks, and then dismantled and removed from the place of work when the specific tasks are completed to be used elsewhere.

The equipment referred to in this Code of Practice is typically suspended from steel wire ropes that are attached to the outriggers of a suspension rig or other suitable high-level anchor point. It is capable of being raised or lowered by means of a winch or climbing device that can be attached either to the working platform(s), work cage or chair or be incorporated into the suspension rig. The lifting appliance or appliances can be manually or power operated. In certain instances, the TSAE can be incorporated into a system that allows it to be traversed horizontally.

1 Scope

This code of practice makes recommendations for the selection, design, installation, inspection, use and maintenance of temporarily installed suspended access equipment/systems (TSAE), as defined in BS EN 1808. Non-standard installations are covered by this code.

Steeplejacks and steeplejack operations are not covered in this standard.

This British Standard does not cover permanently installed suspended access equipment, that equipment is covered by BS 6037-1.

Requirements for slung scaffolds, being working platforms on scaffold tubes or wire ropes but which cannot be raised or lowered by the user, are contained in BS EN 12811-1.

NOTE BS EN 1808 specifies the design and construction requirements relating to the safety of suspended access equipment and is a harmonized standard supporting the provisions of the Machinery Directive [7].

BS EN 1808 is not retrospective and therefore does not relate to equipment manufactured before its introduction in 1999.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

BS 4293, *Specification for residual current-operated circuit-breakers*

BS 4444, *Guide to electrical earth monitoring and protective conductor proving*

BS 5268-2, *Structural use of timber – Part 2: Code of practice for permissible stress design, materials and workmanship*

BS 6399-2, *Loading for buildings – Part 2: Code of practice for wind loads*

BS 7375, *Code of practice for distribution of electricity on construction and building sites*

BS 7671, *Requirements for electrical installations – IEE Wiring Regulations – Seventeenth edition*

BS 7883, *Code of practice for the design, selection, installation, use and maintenance of anchor devices conforming to BS EN 795*

BS EN 74-1, *Couplers, spigot pins and baseplates for use in falsework and scaffolds – Part 1: Couplers for tubes – Requirements and test procedures*

BS EN 795, *Protection against falls from a height – Anchor devices – Requirements and testing*

BS EN 1808:1999, *Safety requirements on suspended access equipment – Design calculations, stability criteria, construction – Tests*

BS EN 12811-1, *Temporary works equipment – Part 1: Scaffolds – Performance requirements and general design*

BS EN 60309-2, *Plugs, socket-outlets and couplers for industrial purposes – Part 2: Dimensional interchangeability requirements for pin and contact-tube accessories*

BS EN 60529:1992+A2:2000, *Specification for degrees of protection provided by enclosures (IP code)*

3 Terms and definitions

For the purposes of this British Standard, the terms and definitions given in BS EN 1808 and the following apply.

3.1 aerial transfer

changing or the repositioning of a suspension system whilst the platform remains suspended

3.2 bay

section of a platform between any two adjacent suspension points

3.3 building

completed building, building under construction, engineering construction or any works or face serviced by the TSAE

3.4 cantilever

length of the outrigger which extends unsupported

NOTE 1 See also 3.16 and 3.25.

NOTE 2 This length usually exceeds the portion of the suspension rig projecting beyond the building/structures façade.

3.5 climbing device

lifting appliance, manually or power operated, through which the suspension rope passes, controlled either by a friction gripping device or by turns of the steel wire rope around drum/s within the appliance

NOTE 1 In the case of a device using a friction gripping system, the lower end of the wire rope is not anchored to the climbing device.

NOTE 2 For the design and manufacture of climbing devices, see BS EN 1808.

3.6 competent person (thorough examination)

person who has practical and theoretical knowledge and experience of the TSAE which enables them to detect defects or weaknesses and to assess their importance in relation to the safety and continued use of the TSAE

3.7 counterweight

weight or series of weights to counterbalance the overturning forces on the suspension rig and provide the required factor of safety

NOTE This usually comprises the self-weight of the inboard portion of the suspension rig plus added kentledge.

3.8 demonstrator

person trained (and authorized by the supplier-appointed person) to demonstrate the controls and functions of the TSAE to trained operators

3.9 double wire rope suspension system

suspension system which has two ropes at each end of an independent platform or platform, or at each end and the hinge positions of a continuous platform, each carrying a portion of the total suspended load

3.10 factor of safety against overturning

coefficient by which the maximum overturning moment of the TSAE is multiplied to ensure safety against overturning, being the ratio of the righting moments to the maximum overturning moment

3.11 fulcrum point

point of pivoting nearest to the outboard edge of the suspension rig about which the balancing moments of the suspension rig are calculated

3.12 functional testing

operation of each motion of the TSAE without load applied in order to determine whether the equipment performs as the manufacturer intended

3.13 hinged continuous working platform

working platform comprising several sections joined together with a hinge arrangement enabling the user(s) to walk from one section to another

3.14 inboard portion of the suspension rig (tail back)

portion of the suspension rig which is on the inboard side of the fulcrum point

NOTE See also 3.4 and 3.25.

3.15 installer

person, authorized by the supplier-appointed person, responsible for the installation, modification, relocation, and dismantling of TSAE

3.16 jockey block/beam trolley

wheeled block for suspending a platform below a track and incorporating anchor points for the suspension system and connection points for tie bars and traversing systems

3.17 lever arms

distances between the fulcrum point and the centre of gravity of all components, including the self-weight of the components of the suspension rig

NOTE These lengths are shorter than the whole length of the inboard or the outboard portion of the suspension rig.

3.18 lifting gear

chains, ropes, slings, rings, hooks, shackles, girder clamps, swivels, eyebolts, girder runners, beam trolleys and similar devices

NOTE For examples, see LOLER 1998 [1].

3.19 method statement

document produced by the appointed person to describe how the installation or operation is to be carried out

3.20 minimum breaking load of rope

minimum value reached in a tensile test before destruction

NOTE Wire ropes are marked with their guaranteed load by the manufacturer.

3.21 mobile suspension rig

suspension rig which is capable of horizontal movement, usually mounted on wheels or casters

3.22 non-destructive testing/examination

testing carried out on the structure of the TSAE equipment to establish the presence, location and extent of any defects that might affect the integrity of that structure

NOTE The techniques employed for non-destructive testing are such that they do not damage or alter the material under test.

3.23 operator

trained person, authorized by the user-appointed person, who operates the TSAE controls during its intended use and ensures that it is carried out in accordance with the appointed person's safe system of work

3.24 outboard portion of the suspension rig (outreach)

portion of the suspension rig which is on the outboard side the fulcrum point

NOTE See also 3.4 and 3.16.

3.25 outrigger

portion of the suspension rig which projects beyond the fulcrum point

3.26 overspeed safety device

mechanical device for stopping the platform and holding it stationary on a secondary rope, in the case of overspeeding

3.27 overspeeding

travelling at a speed above the rated speed

3.28 person(s) in control of the premises

person(s) with control over the management of the premises and responsibility for the health and safety of all operations under their control

- 3.29 platform**
rigid decked unit with toe boards, guardrails and attachment points for either climbing devices or suspension wire ropes
- 3.30 platform-mounted winch**
winch mounted on the platform with the free end of the suspension rope attached to the suspension rig
- 3.31 projection length**
distance between the fulcrum point and the suspension point
NOTE 1 See also 3.25.
NOTE 2 This length is greater than the distance from the vertical part of the suspension rope to the building.
NOTE 3 The projection length is the length which is to be used in the calculation of moments for stability.
- 3.32 rated load (RL)**
maximum load allowed on the working platform(s) or bay, work cage, platform or suspended chair during use
NOTE The rated load is also affected by distribution of people/equipment on the platform.
- 3.33 rated speed**
maximum designed travel speed of the platform
- 3.34 roof-mounted winchwinch**
which is mounted to the suspension rig or roof trolley with the free end of the suspension rope attached to the platform, work cage or chair
- 3.35 secondary rope (safety rope)**
rope not normally carrying the weight of the platform but rigged in conjunction with a safety device to come into operation in the event of a failure of the suspension rope(s)
- 3.36 secondary safety device**
device or devices, acting on a separate safety wire rope, which arrest and sustain a TSAE in the event of the failure of a suspension rope
- 3.37 single wire rope suspension system**
suspension system which has one suspension rope carrying the TSL, or a portion thereof, at each end of an independent platform or platform, or at each end and the hinge positions of a continuous platform
- 3.38 static rig**
suspension rig which is assembled at roof level or such other appropriate point and requires to be dismantled and re-assembled when the TSAE needs to be re-positioned
- 3.39 stop end (stop quadrant)**
attachment used at or near the end of a rail or track, or at an intermediate point, to prevent further traversing of the platform
- 3.40 straight hire (bare lease)**
hire of equipment only, without any assembly or installation

- 3.41 supplier organization**
entity, corporate body or individual manufacturing or supplying the TSAE to the user organization
- 3.42 supplier-appointed person**
person appointed by the supplier organization with the training, practical and theoretical knowledge and experience needed to act on behalf of the TSAE supplier and has control of the specification of the TSAE, the planning and execution of the installation, modification, maintenance and dismantling of the TSAE
- 3.43 suspended chair**
appliance suitable for one person to use to carry out their tasks whilst in a sitting position
- 3.44 suspension gear**
assembly of lifting appliances/accessories, which joins the working platform to the suspension rig
- 3.45 suspension rig**
portion of the equipment (excluding any track) mounted above the working position, to support and position the TSAE
- 3.46 suspension ropes**
rope carrying the weight of the TSAE and the imposed loads thereon
- 3.47 temporary suspended platform (TSP)**
suspended access equipment installed on a building or structure for specific task(s) and dismantled and removed from site on completion of the work for which they were installed
- 3.48 thorough examination**
examination by a competent person (thorough examination) in such depth and detail as the competent person (thorough examination) considers necessary to enable them to determine whether the equipment being examined is safe to continue in use
- NOTE The thorough examination is not part of the maintenance regime for the equipment but provides owners with information which could be used to determine the effectiveness of the regime. The competent person (thorough examination) might require supplementary tests as part of thorough examination.*
- 3.49 total suspended load (TSL)**
maximum calculated force which can be imposed on the suspension rig, including the RL on the platform, the self-weight of the platform and the suspension and secondary safety wire ropes, together with any portion of means of suspension system extra forces resulting from the operation of the equipment and environmental loads
- 3.50 track**
rail or rails which are installed to support and guide the jockey block/beam trolley or a mobile suspension rig
- 3.51 traversing**
moving laterally across the face of the building either manually or power operated
- 3.52 traversing rope**
rope rigged for the purpose of traversing the platform horizontally along a track system and not carrying any of the suspended load

- 3.53 user**
person, company or organization which uses the TSAE to carry out the tasks that the TSAE was intended for
- 3.54 user organization**
entity, corporate body or individual that procures the TSAE for its intended operation
- NOTE This can be the principal contractor on a construction site, the site management on an industrial site, a building facilities management company, the owner or landlord of a building, or a sub-contractor of any of these.*
- 3.55 user-appointed person**
person appointed by the user with the training, practical and theoretical knowledge and experience needed to act on behalf of the user organization and have control of the management of the operation of the TSAE
- 3.56 winch**
lifting appliance, manually or power operated, used to raise or lower the platform, work cage or suspended chair by means of a suspension rope reeled onto a drum
- 3.57 work cage**
working platform which is suspended from one suspension system
- 3.58 working load limit (WLL)**
maximum load which a piece of equipment is authorized to sustain as designed by the manufacturer and specified by the manufacturer
- 3.59 working platform (WP)**
suspended equipment from which the operator(s) works, including work cages and suspended chairs

4 Identifying hazards

COMMENTARY ON CLAUSE 4

BS EN 1808 specifies the design and construction requirements relating to the safety of suspended access equipment and is a harmonized standard supporting the provisions of the Machinery Directive [7]. BS EN 1808 is not retrospective and therefore does not relate to equipment manufactured before its introduction in 1999.

Attention is also drawn to the CDM 2007 [5] mentioning that a risk assessment is carried out. A list of potential hazards and hazardous situations identified (by risk assessments) as being significant for suspended access equipment is given in BS EN 1808.

4.1 Installation, use and maintenance

A method statement should be prepared by the supplier organization covering the design, installation, use and dismantling of the TSAE [see 7.1a)]. The method statement should include the findings of the risk assessment and the measures required to control or eliminate risk.

NOTE The appointed person can delegate the task of preparing the method statement to another person; however, they retain responsibility for the method statement.

The method statement should be signed and dated by the user- and supplier-appointed persons before it is issued for use to signify approval of the method statement contents. All operators should be made aware

of the findings of the risk assessment by the supplier organization and given adequate training prior to operating the TSAE.

A system should be put in place to cover all planned installation, use, inspection and maintenance of the TSAE.

4.2 Pre-installation

Before the TSAE is installed, site-specific hazards and hazardous situations should be identified and the actions required to eliminate or reduce the associated risks should be incorporated in the risk assessment.

NOTE Attention is drawn to the Management of Health and Safety at Work Regulations 1999 [4].

4.3 Hazards associated with operation of TSAE

Some hazards associated with operation of TSAE that should be considered include:

- a) hazards arising from unauthorized modifications, alterations or additions to the TSAE;
- b) hazards from inappropriate loading of the TSAE, e.g. eccentric loading, unsecured loading, point loading, loads protruding outside the confines of the carrier;
- c) hazards from access or egress from the TSAE, at positions or routes other than intended;
- d) moving parts of the TSAE which could strike a person or in which they could become trapped or entangled;
- e) moving parts of the TSAE which could trap a person between the TSAE and a fixed obstruction such as the building or a piece of scaffolding;
- f) uncontrolled ascent or descent of the TSAE;
- g) hazards arising from failure to operate, maintain or inspect the TSAE in accordance with the manufacturer's instructions;
- h) environmental hazards such as low lighting levels, extremes of temperature, rain and wind;
- i) hazardous situations arising from other work being carried out in the vicinity;
- j) injury to others from falling objects;
- k) persons stranded on the TSAE;
- l) damage to power cables;
- m) unauthorized use of the TSAE.

5 Planning and exchange of information

5.1 General

The installation, operation, maintenance, modification and dismantling of TSAE installation should be properly planned, appropriately supervised and carried out in a safe manner.

The configuration of the suspended access equipment should be based on advice and guidance prepared by a competent person who has knowledge of the various types of system available.

The dimensions and characteristics of suspended access equipment should be appropriate for the nature of the task(s) to be performed.

The general details should be settled by detailed site investigation and agreement between the hirer and the supplier organization.

Persons involved in the planning and exchange of information can include:

- client/building owner (or their representative);
- user-appointed person;
- equipment manufacturer;
- supplier-appointed person;
- architect or designer (or their representative(s));
- structural engineer;
- CDM co-ordinator;
- principal contractor;
- local authority.

NOTE 1 The prime responsibility for ensuring that access for building maintenance is safe lies with the user organization.

NOTE 2 Persons involved in the planning and exchange of information can vary from one installation to another and can include persons not mentioned in the list, which is therefore not exhaustive.

Using the list of potential hazards drawn up from 4.2 and 4.3, the persons exchanging information should agree steps which should be taken to minimize the likelihood and effect of these hazards.

5.2 Organizational arrangements

The user organization has overall responsibility for the management of the installation including operation and maintenance and any modification and the eventual dismantling of the TSAE; the user organization could be the principal contractor on a construction site, the site management on an industrial site or office building or a subcontractor; persons not directly employed by the user organization might be authorized to use the TSAE. The user organization should include details of all expected trades and activities in the information provided to the supplier organization.

NOTE 1 A specialist hire company usually supplies the TSAE. The safe installation, modification and dismantling of TSAE needs the input of specialist knowledge and experience from the TSAE supplier, together with knowledge of the site and intended use of the TSAE. It might be useful (in order to ensure clear lines of communication) for the two principal organizations to each appoint one person, the "user-appointed person" and the "supplier-appointed person", respectively, with the responsibilities defined in 6.2 and 6.3.

NOTE 2 It is recognized that the user-appointed person might need to draw upon the experience, expertise and knowledge of the supplier-appointed person to assist them in the fulfilment of their responsibilities.

Regular effective liaison should be maintained between the supplier and the user at all times.

NOTE 3 This is particularly vital during the selection and planning of the TSAE installation, when detailed site-specific information and preparation of the site is required. It is also important with large projects and non-standard configurations of equipment.

Where appropriate, the appointed persons can delegate tasks to other person(s), taking into account the ability, competence and authority of the person(s) concerned.

NOTE 4 This does not relieve the appointed persons of their responsibility for ensuring that these tasks are completed effectively.

5.3 Exchange of information

5.3.1 Information for the supplier organization

The user organization should advise the supplier organization of the TSAE on such matters as:

- a) the location and purpose(s) for which the TSAE is to be used, including the load and number of persons;
- b) the parts of the building which are to be accessed by the equipment;
- c) the allowable loads which might be imposed on the building by the TSAE;
- d) any special requirements as set out by the local authority and the requirements of any local bylaws that apply;
- e) the wind loading for which the building is designed and any other relevant environmental factors;
- f) any items identified in the health and safety file as being necessary to fulfil the requirements of CDM 2007 [5];
- g) any special hazards (e.g. working over water, roads or public areas);
- h) any special building features (e.g. flagpoles, CCTV cameras, mobile phone and communication aerials and dishes, boiler flues, adjacent buildings, illuminated signs, chiller units, cooling towers);
- i) any special requirements (e.g. independent hoisting for glazing/cladding installation/replacement);
- j) the safe means of access/egress to the TSAE.

The user organization should also provide building plans and other relevant information to enable the manufacturer or supplier organization to select the most appropriate equipment.

5.3.2 Information for the user organization

The TSAE supplier organization should provide the user organization with the following information.

- a) The type and RL of the c and the number of systems;
NOTE The use of manual hoisting equipment is not recommended where the operating height exceeds 15 m.
- b) Dimensions and clearances necessary for the installation and operation of the TSAE;

- c) The maximum and minimum distances between the building façade and the suspended platform;
- d) The maximum static and dynamic loads that the equipment will impose on the building;
- e) The requirements for anchoring the TSAE to the building;
- f) Electrical power supply requirements and the preferred location of power supply points;
- g) Period of time required for design calculations, the preparation and approval of relevant drawings;
- h) The procedure for the delivery and installation of the equipment;
- i) A sample checklist for use in the inspection schedules.

The information provided to the user organization should be compiled for each site and for each hire, as the information might vary from one installation to another; each set of information might therefore include items not mentioned in this list, which should not be assumed to be exhaustive.

6 Responsibilities

6.1 Responsibilities of the user organization

The user organization should ensure that:

- a) any necessary planning permission or wayleave is agreed and all control measures are in place before TSAE is erected;
- b) a responsible and experienced company supplies equipment which is fit for the intended use;
- c) a risk assessment is carried out prior to work commencing;
- d) only trained and experienced staff use TSAE in accordance with a previously agreed method statement.

6.2 Responsibilities of the user-appointed person

The user-appointed person should act on behalf of the user organization and should have control of the management of the operation of the TSAE.

This appointment does not remove any legal responsibility from the management of the user organization but enables them to use this person's expertise to better fulfil their responsibilities. The person appointed can have other duties and need not be an employee of the user organization, but should have such training, knowledge of theory and experience to enable these duties to be carried out competently (see Table 1).

The user-appointed person should, as a minimum:

- a) identify the user organization's requirements, including TSAE type, RL, height of travel, platform length and configuration, types of work to be completed from the TSAE, length of time for which the installation is required and frequency of use;
- b) identify the access and egress positions and the methods to be used for loading and unloading the materials and tools;

- c) identify the TSAE location(s);
- d) specify the most appropriate TSAE and select a suitable TSAE supplier;
- e) identify the organization(s) that will be using the TSAE;
- f) identify the person(s) who will be operating the TSAE;
- g) assess competency and identify the training needs of the operator(s) and arrange for the provision of any necessary additional training;
- h) plan the TSAE installation including pre-installation activities;
- i) ensure that:
 - 1) the supplier organization nominates the supplier-appointed person;
 - 2) site surveys are carried out;
 - 3) planning is carried out for installation, modification and dismantling of the TSAE and its removal from the site;
 - 4) pre-installation activities are undertaken in a timely manner (including, delivery and unloading the TSAE, provision of power, provision of safe access);
 - 5) only trained and experienced staff erect and use the TSAE in accordance with a previously agreed method statement.
- j) arrange for thorough examination (including testing as appropriate) to be carried out before the TSAE is put into use for the first time and ensure the competence of those undertaking this task;
- k) ensure that the supplier organization performs the hand-over to the user organization, demonstrates the TSAE to the nominated operator(s) and supplies information for its safe use;
- l) carry out day-to-day management of the TSAE operation including emergency procedures;
- m) arrange for maintenance, inspection and in-service thorough examinations of the TSAE installation and ensure the competence of those undertaking these tasks;
- n) manage any modifications of the TSAE installation or changes of use;
- o) review the dismantling plan with the supplier-appointed person;
- p) collaborate with the supplier-appointed person to draw up a safe system of work for the installation, modification and dismantling of the TSAE;
- q) in collaboration with the supplier-appointed person, draw up a safe system of work for the operation, inspection, thorough examination and maintenance of the TSAE.

6.3 Responsibilities of the supplier-appointed person

The supplier-appointed person should have control of the contracted technical details of the TSAE (as agreed with the user), the planning and execution of the installation, modification, maintenance and dismantling of the TSAE.

This appointment does not remove any legal responsibility from the management of the TSAE supplier but enables them to use their expertise to better fulfil their responsibilities. The person appointed can have other duties and need not be an employee of the TSAE supplier but should have such training, theoretical knowledge and experience as to enable these duties to be carried out competently. See also Table 1.

In consultation with the user-appointed person, the supplier-appointed person should (at least):

- a) identify the user organization's requirements, including TSAE type, RL, height of travel, platform width, types of work to be completed, length of time for which the installation is required and frequency of use;
- b) identify the methods to be used for loading and unloading the TSAE and tools;
- c) identify the TSAE location(s);
- d) specify the appropriate TSAE;
- e) identify the organization(s) that will be using the TSAE;
- f) identify the person(s) who will be operating the TSAE;
- g) assess competency and identify the training needs of the installers and arrange for the provision of any additional training as necessary;
- h) carry out site surveys;
- i) supply all necessary technical information to the user-appointed person, e.g. power requirements;
- j) plan the installation of the TSAE including pre-installation activities;
- k) plan the installation, modification and dismantling of the TSAE and its removal from the site;
- l) work with the user-appointed person to ensure that the pre-installation activities are undertaken in a timely manner (including site preparation, delivery and unloading of the TSAE, provision of power and safe access);
- m) ascertain from the user-appointed person who will conduct the thorough examination (including testing as appropriate) before the TSAE is put into use for the first time;
- n) ensure that the hand-over to the user organization is carried out, including the supply of information for safe use, including inspection and maintenance requirements, and demonstration to nominated operator(s);
- o) supply information on emergency procedures to the user-appointed person;
- p) remind the user-appointed person of the need to ensure that maintenance, inspections and in-service thorough examinations of the TSAE installation are carried out;
- q) ascertain from the user-appointed person who will carry out maintenance, inspection and in-service thorough examination of the TSAE installation;