

Maintenance Handover Best Practice

Detailed task planning and verification of handover following intrusive inspection, repair or maintenance activities will help reduce the potential for dropped objects during start-up, testing and operational modes.



Prior to starting, review previous close outs, task risk assessments and shared learnings relating to the task.

Review the task steps to identify where errors may be made (e.g. repair creates a new snagging hazard; tools/materials left inside/on top of equipment; failure to replace safety securing device after detachment).

Identify all moving equipment, temporary equipment and areas where there is significant exposure to dynamic forces that may cause dropped objects.

Create an inventory of all tools, equipment and materials to be used during maintenance to ensure all items are removed from the worksite on completion.

Obtain all relevant schematics and drawings to ensure original design, manufacture and installation instructions are up to date.

Obtain all picture books and inspection criteria to identify each Reliable Securing component (e.g. primary fixings, secondary retention and safety securing devices).

Ensure the correct replacement fastenings are available where appropriate.

On completion, verify all Reliable Securing components are reinstalled prior to functional tests and all tools, equipment and materials have been removed from the worksite.

Conduct dynamic dropped object inspections of the worksite to eliminate potential for collision, snagging, loosening etc, particularly where there has been a modification.

Develop and implement a procedure to verify all task steps and full dynamic testing have been completed before handover of any equipment after intrusive maintenance and repair; or if the equipment has been idle for seven days or more.

Ensure all dropped object hazards are identified and discussed in toolbox talks. This will include tools, equipment and materials, but must also consider other items removed during the task such as covers, hatches, corroded material, debris etc. Always consider the potential for dynamic dropped objects caused by collisions, snagging, testing, vibration and manual handling.



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