

SWAROVSKI 6 Monthly PM Site Audit Process

The Aim of this Process:

The Built Services Group is a multi-disciplined Services installation group which operates in the fields of electrical, communications, security and contracting.

Our Quality Policy prime objective is - 'to establish and maintain a reputation for quality in all work performed and all goods and services supplied'. All personnel are expected to use their best endeavors in assisting the company to achieve the stated objective.

The Built Services Group is a quality endorsed company having achieved accreditation for the HSEQ Management System through NECA. This system is the cornerstone of our operations, the "SWAROVSKI PM Site Audit Process" forms part of this system as requirements such as site efficiencies, standard operating procedures and quality of service are important aspects of our service delivery, please follow the requirements of flowchart below to ensure compliance to group process.

Scope of this Process

This process applies to the following.

- 6 Monthly SWAROVSKI General, Electrical Preventative Maintenance site works

Commence 6 Monthly Preventative Maintenance – General/Electrical

STEP 1 Introduce yourself to the store manager/staff member as Built Electrical.

STEP 2 Commence Exit & Emergency testing by placing them into test.

STEP 3 Once the Exit & Emergency lights are in test commence push button tests on RCD's .

Note: Please advise if the circuit breaker/s for the Exit & Emergency lights do not have a warning label.

**WARNING INTERRUPTING SUPPLY WILL
DISCHARGE EMERGENCY LIGHTING BATTERIES**

STEP 4 Enter RCD push button pass/fail test results into Built Connect.

STEP 5 Check switchboard legend for accuracy and upload photo of legend into Built Connect.

STEP 6 Check the store general lighting and carry out lamp replacement (LED lights will need to be quoted).

STEP 7 Enter general lighting test results into Built Connect.

STEP 8 Check socket outlets as per Built Connect.

STEP 9 Inspect all general works as per Built Connect and report.

STEP 10 After 90 minutes, complete a walk-through of the store to check Exit & Emergency lights.

STEP 11 Enter "P" for pass or "F" for fail against each fitting in Built Connect.



The PM Audit is now complete

- STEP 12** Where general electrical repairs are required complete these repairs (within the 90 minutes), enter the details into Built Connect and ensure materials are listed clearly on the invoice.
- STEP 13** Inspect Fire extinguisher for pressure and date of manufacturer (has to be less than 5 years old).
- STEP 14** Ensure all details within Built Connect are correct and Submit the form.

End of Process

Notes

- 1) It is assumed that the PM Audit will be completed within 1.5 hours.
- 2) Only one tradesman should be required to complete the 6-monthly audit.
- 3) General lighting repairs do not form part of the PM Audit, this work is to be carried out during the 90 minute testing period, as such only the materials will require invoicing.
- 4) Please identify any travel time on your invoice separately.
- 5) Faulty RCD's are only to be reported in Built Connect as part of the audit.
- 6) General works repairs required, such as damage to cabinets, are only to be reported in Built Connect as part of the audit.
- 7) If Fire extinguisher requires replacement, please ensure the type of extinguisher e.g., foam, powder, water, etc. is added into the comments under the list of repairs in Built Connect.