This template is provided by Denaploy Ltd for use by sub-contractors working for Main Contractors who have commissioned Denaploy to compile their H&S and O&M manuals. Please use it to provide your documentation describing all the work you have undertaken for each package of work you have been contracted to complete.

Instructions have been provided throughout this template in blue text.

Please ensure all blue text (except the headings) is removed prior to submitting your information and that your information is all provided in black text, Verdana Font, Size 10.

To update content table below, right click on it and select ‘update field’.

When complete please save the documentation and then upload it and any other documentation to the collaboration site that has been sent to you under separate cover. If you have any questions please call us on 01424 869 255. We are always happy to help in any way that we can. Thank you

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## Works Package – e.g. Suspended Ceilings

### Contractor

Please enter full company contact details including the name of the person in charge of the project and any emergency contact numbers (If Applicable)

If you would like your company logo included, please separately upload a good quality image for us to use

### Scope of Works

Please enter a detailed written description of the works here, assuming that the reader has no knowledge of the project or the works that you carried out. Please include the following information:

• When the works were done

• What the works included

• Define any design responsibility, e.g. Design and Build / Built to the Architects Design.

• Applicable Standards (If Applicable)

### Operating Procedures

If Applicable - Operating instructions should be given in detail for parts of your works which are operable. The purpose of this section is to allow the client to understand how they should use and operate parts of your installation.

Please use clear, concise, jargon free language that a lay person could understand. It should make clear reference to any manufacturer’s literature or drawings that may exist.

Review the operating H&S Risks/Hazards. Also reference these and your recommended controls/actions to minimise risk in section 1.1.5.

If Not Applicable – Please state “not applicable”.

### Care and Maintenance

This section should provide information on how the client is expected to maintain and clean all parts of your installation. The details should be cross-referenced to any manufacturers product literature etc.

The following items should be considered when writing this section:

* Detailed instruction of maintenance and cleaning
* Frequency for maintenance and cleaning
* Anticipated life / replacement periods (if applicable)
* Fault finding (if applicable)
* Review the maintenance H&S Risks/Hazards. Also reference these and your recommended controls/actions to minimise risk in section 1.1.5.

If Not Applicable – Please state “not applicable”.

### Residual Hazards and Risks

Clearly identify anything you consider to be risk that will remain after handover e.g. maintaining services at height or working in confined spaces, may be a residual risk.

|  |  |  |
| --- | --- | --- |
| **Residual Hazard** | **Location** | **Comment** |
| Identify the hazard e.g. working at height / toxic substances / confined spaces etc.. | Identify the location of the hazard or the hazardous action involved. | Provide recommended controls / actions to minimise the risk. |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

See detailed examples at <http://www.denaploymanuals.co.uk/whatareresidualhazards.page>

### Health & Safety

If applicable to your works/installation, please provide Safety Data Sheets / CoSHH Data Sheets for products used in your installation.

If there are specialist methods for installing or uninstalling the work undertaken then please include details of how this should be done.

### Warranty

Please provide any warranties and/or guarantees that apply to your works including the date to which they apply.

### Manufacturers Information

|  |  |
| --- | --- |
| 1. Description of Item | Provide the name of the product |
| Colour/Code/Ref/Batch number/ | Enter any applicable manufacturers or product numbers here. |
| Location | Provide the location of where the component or material has been used on the project, together with any relevant drawing references. |
| **Manufacturer**  Contact details | Give the name, address, telephone number etc. of the manufacturer or supplier. |
| Manufacturers Literature | Create hyperlink to the manufacturers literature/ provide the filename of the appended manufacturers literature. |

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|  |  |
| --- | --- |
| 2. Description of Item | Provide the name of the product |
| Colour/Code/Ref/Batch number/ | Enter any applicable manufacturers or product numbers here. |
| Location | Provide the location of where the component or material has been used on the project, together with any relevant drawing references. |
| **Manufacturer**  Contact details | Give the name, address, telephone number etc. of the manufacturer or supplier. |
| Manufacturers Literature | Create hyperlink to the manufacturers literature/ provide the filename of the appended manufacturers literature. |

|  |  |
| --- | --- |
| 3. Description of Item | Provide the name of the product |
| Colour/Code/Ref/Batch number/ | Enter any applicable manufacturers or product numbers here. |
| Location | Provide the location of where the component or material has been used on the project, together with any relevant drawing references. |
| **Manufacturer**  Contact details | Give the name, address, telephone number etc. of the manufacturer or supplier. |
| Manufacturers Literature | Create hyperlink to the manufacturers literature/ provide the filename of the appended manufacturers literature. |

|  |  |
| --- | --- |
| 4. Description of Item | Provide the name of the product |
| Colour/Code/Ref/Batch number/ | Enter any applicable manufacturers or product numbers here. |
| Location | Provide the location of where the component or material has been used on the project, together with any relevant drawing references. |
| **Manufacturer**  Contact details | Give the name, address, telephone number etc. of the manufacturer or supplier. |
| Manufacturers Literature | Create hyperlink to the manufacturers literature/ provide the filename of the appended manufacturers literature. |

### Test and Commissioning Certificates

Please list all the certification that you will be providing at Handover. We will eventually need to get a copy of the signed certificate, but in the early draft it is useful to know what will eventually be provided.

|  |  |
| --- | --- |
| **Description** | **Certificate** |
| A description of Certificate | Create hyperlink to the certificate or provide the filename of the appended certificate. |
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### Record Drawings

Please provide the Drawings reference you were provided for the work undertaken or the As Built drawings if you are providing them yourself.

|  |  |  |  |
| --- | --- | --- | --- |
| **Drawing Number** | **Drawing Title** | **Rev** | **Issue Date** |
| Drawing number as included on drawing. | Drawing title as included on drawing. | Drawing revision | Date of revision / issue |