

# Inspection Process

Organisation | Inspection | Follow up

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## 1 Introduction

### 1.1 A Critical Friend

The role of a MUTA Inspector is to be a “critical friend” to Members – pointing out areas that need improvement and helping Members to make those improvements. Inspectors are not there just to try and make people’s lives difficult.

Our mission as an association is to raise industry standards, and our inspectors will get tough if they come across bad or dangerous practice that brings MUTA’s good name into disrepute. MUTA’s Executive Committee will support its inspectors in taking disciplinary action where it is needed.

### 1.2 Why Inspect?

MUTA markets its hirer members as being among the best hirers in the country. We explicitly state that we only want the best hirers to join – those that “do things properly”. The message for end users (our hirer members’ customers) is that choosing a MUTA member reduces the risk of problems with their event. MUTA’s marketing and PR activity promoting this message is designed to help MUTA Members win business in a competitive marketplace.

Clearly, to deliver on that message we need to be more than just a trade association that anyone can join by filling in a form and paying a subscription fee. That is where the inspection regime comes in.

New members have to pass an inspection before they are allowed to join.

Existing members have to submit to inspections each year to ensure they are maintaining standards.

A robust inspection regime, therefore, is absolutely central to MUTA’s credibility and to its key marketing message.

A robust inspection regime allows Members to use that credibility in their own marketing to help win business against non-Members.

### 1.3 MUTA’s Responsibilities

It is MUTA’s responsibility to:

- Organise and manage inspections.
- Ensure that the inspections are performed cost-effectively so that membership fees can be kept as low as possible.
- Take follow up action where Members fail to meet the required standard. Depending on the nature of the failure, follow up action may include supporting the Member to improve, undertaking repeat inspections, taking disciplinary action, or expelling the Member from MUTA.

### 1.4 Member’s Responsibilities

It is the responsibility of each Member to:

- Co-operate with MUTA in arranging inspections, which will often be at short notice
- Co-operate with the Inspector during the inspection, and treat the Inspector courteously
- Take follow-up action as required by the Inspector.

## 2 Organising Inspections

### 2.1 Inspection Type & Frequency

MUTA conducts four types of reported inspections:

- Full Site Inspection – where the Inspector observes and interacts with a team in action on site building or removing a structure.
- Premises Inspection – where the Inspector visits a Member's premises.
- Product Only Inspection – where the Inspector observes the condition and safety aspects of a completed structure.
- Site Observation Report – where the Inspector undertakes a discretionary, non-interactive site observation (on a team in action on site, building or removing a structure), on a member/crew that has recently had a successful full site inspection.

Each Member must receive, as a minimum, one Full Inspection and one Premises Inspection per year. Many Members will receive more than this minimum.

### 2.2 Organising the Inspection Visit

For inspections to be effective at detecting normal working practices, they need to be carried out at short notice.

For inspections to be cost-effective, the Inspector must be able to visit multiple Members when travelling to a particular area of the country.

To achieve these points, MUTA will plan its inspections to concentrate each week on a particular area of the country. MUTA will contact the Members in that area shortly before the Inspector is due to travel or, in some cases, whilst the Inspector is in the area. Contact will be made by telephone using the number that Members have provided to MUTA for contact purposes.

When that contact is received, Members are required to provide details of at least one job site within a reasonable travelling distance that the Inspector can visit. MUTA appreciates that this can be difficult to arrange at short notice in the middle of the season when everyone is busy. However, this co-operation from Members is vital to ensure the cost-effectiveness of the inspection scheme and prevent membership fees from having to rise.

If a Member fails to provide a site that the Inspector can visit, an email will be sent to the Member informing them of this, and requiring that the next time the Inspector is in the area they must provide a suitable site.

If a Member fails to provide a site on a second successive occasion, the Member will be deemed to have failed an inspection. A recommendation will be made to MUTA's Executive Committee to begin disciplinary procedures against the Member that will lead to expulsion if not satisfactorily addressed.

## 3 Conducting Inspections

### 3.1 Inspection Process

Inspections are conducted by examining a number of areas of competence, assigning a score against each, and recording the results on an inspection form. The score will be recorded as one of:

- 0, - Immediate action required
- 1, - Improvement required
- 2, - Compliant
- 3, - Best Practice

Following the inspection a formal inspection report will be issued to the Member.

A range of follow up actions will ensue, depending on the results of the inspection, as defined in Section 4.

### 3.2 Full Inspection

The results of a Full Inspection are recorded on MUTA's Full Inspection Form (a copy of which is shown at the end of this document). The following areas are examined:

Area	What the Inspector is looking for...
<b>Equipment &amp; Tools</b>	
Hard Hats	Hard hats being worn on site when the structure is being lifted, whilst purlins are being fitted or when there is a risk of head injury from something falling. If at the time of our visit there are no risks of head injury, the Inspector will continue to look for hard hats on site because at some stage during the build there would have been a risk of head injury. The crew need to be prepared for unforeseen risks overhead, so they all need to be equipped with hard hats on all sites.
Boots	Correct style and type of boots being used.
Hi-Vis	Availability of hi-vis jackets or vests, and whether they are used when needed.
Other PPE	Availability and use of other PPE when needed (for example, gloves, ear defenders or safety goggles for wacker and sledge use).
First aid kit	A fully equipped first aid kit on site. If it has been used, the kit should have been replenished.
Condition of tools	The Inspector will ask to view all sledge hammers on site – and report if the heads are loose, the shafts are split or the heads are chipped.
PAT tested equipment	Evidence that a portable electrical appliance safety test (PAT) has been carried out and recorded on all portable electrical appliances on site.

Area	What the Inspector is looking for...
<b>Competence, Training &amp; Documentation</b>	
First aid trained	A trained person on site, with evidence of training to at least appointed person level. A MUTA Skills Card showing appropriate training is adequate evidence.
Supervision	Adequate supervision on site, including the presence of an experienced leader/foreman who can communicate with <u>all</u> crew members. For Best Practice to be awarded, the site foreman must also have an NVQ or equivalent industry qualification.
Competence/Skills Cards	Staff to be carrying a MUTA Skills Card showing that they are competent to build the structure they are working on. For any staff not carrying a MUTA Skills Card, adequate evidence that they have received training for the work they are carrying out. Compliance will be regarded as 1 member of the crew having StructureSafe, NVQ or equivalent qualification. Best practice will be regarded as 50% of the crew having StructureSafe, NVQ or equivalent qualification.
Licences	Valid licences to drive cherry pickers, fork trucks, scissor lifts, cranes and so on, if they are being used on site.
Driving hours regulations	Tachographs fitted to vehicles that require them (includes any vehicle towing a trailer). Drivers of those vehicles carrying a digital tachograph card (or paper disk for older vehicles) and those drivers having an understanding of drivers' hours regulations.
Documentation	Copies on site of the company health and safety policy statement, and method statements relating to the task or tasks being carried out on site. Evidence of a site-specific risk assessment that is suitable and sufficient. A copy of the MUTA Membership Certificate and a copy of the Employer's Liability Insurance certificate.
<b>Working Practices</b>	
Identification of services	Which methods have been used on site to help locate underground and overhead services. For example, are site plans available, has the client been asked if services exist, have they considered obvious signs such as signs of earth being moved, street lights and so on. If there is any doubt about underground hazards, what actions have been taken to remove that doubt (for example, signing a disclaimer)
CAT Scan	Evidence that a CAT scan has been completed.
Manual Handling	Crew members carrying out manual handling activities safely and sensibly.

Area	What the Inspector is looking for...
Working at height	
Ladder condition	Ladders being used that are free from any defects (e.g. bent rungs or damaged stiles), that the feet are in place and ladders have not been altered or modified in any way.
Ladder use	Ladders or step ladders being used safely and correctly, with the correct ladders being used for the task being carried out.
Harnesses	Use of appropriate safety harnesses where needed. The condition of harnesses and the way in which they are stored. Evidence of the last safety check.
Platforms	Correct set up and use of working at height platforms (e.g. tower scaffold), including use of outriggers. If work is being carried out from a mobile elevated platform (MEWP) or any type of man lift, evidence that it complies with LOLER regulations and that safety checks have been carried out and recorded.
Other	This box scores members that are working at height using means other than harnesses and work platforms.
General	
Safety Attitude	The attitude of staff to site safety.
Attitude to Inspector	Co-operation and courtesy from the crew and their leader(s).
Housekeeping	General condition of the site – are there trip hazards from kit left lying around on the ground and do any of these hazards put the public at risk?
Welfare	Welfare is a difficult subject because of the nature of the business; in general the Inspector will ask if the crew has access to toilets, somewhere to wash their hands, somewhere to heat food and make a hot drink and is there hot and cold water available?

## 3.3 Premises Inspection

The results of a Premises Inspection are recorded on MUTA's Premises Inspection Form (a copy of which is shown at the end of this document). The following areas are examined:

Area	What the Inspector is looking for...
<b>Safety planning</b>	
Health & safety policy	Is a suitable and sufficient Health & Safety Policy in place, signed by the responsible person? Generic documents are not sufficient.
Method statements	Are suitable and adequate method statements in place?
Risk assessments	Are suitable and adequate risk assessments in place?
Accident reporting	Are suitable and adequate accident reporting procedures in place?
Eqpt/plant maintenance	Is a suitable and adequate equipment and plant (including vehicles) maintenance plan in place?
COSHH	Is a Safe Use of Substances procedure in place? Is the necessary COSHH information filed on site?
Fire & emergency plan	Is the fire and emergency plan available and displayed? Are the fire fighting procedures suitable?
Lifting plans	Are lifting plans suitable for purpose?
<b>Training</b>	
Induction training	Evidence of induction training for all crew.
First aid training	Evidence of first aid training.
Technical training	Evidence of technical training.
Training records	Adequate and up to date training records for all staff.
<b>Equipment &amp; facilities</b>	
Statutory information	Are all statutory notices and signs displayed? Are relevant insurance certificates valid and displayed? Is signage on site adequate?
PPE	Is Personal Protective Equipment available and in use?
Fire fighting equipment	Are flammable substances stored suitably on site? Is there suitable fire fighting equipment?
First aid provision	Are there adequate first aid facilities and first aid cover?
Tools & equipment	Are vehicles and plant adequately maintained? Are portable tools 110v, suitable for purpose and sufficiently guarded? Is electrical equipment in suitable condition? Is lifting equipment certified, clearly marked and suitable for use?
Welfare provision	Are welfare facilities sufficient?

Area	What the Inspector is looking for...
<b>Activities</b>	
Safe working	Is all work being carried out safely?
Working at height	Is any working at height being carried out safely?
Overhead services	Are sufficient measures in place to protect overhead services?
Environmental	Is noise adequately controlled and monitored? Is the environment suitably protected?
Protection for public	Are the public suitably protected?
Traffic management	Is site traffic suitably controlled and segregated from pedestrians?
<b>Accidents</b>	
Accident reporting	Suitable and adequate accident reporting procedures.
Number & severity of accidents	Types of accidents, how many occur and with what severity. Are similar accidents reported regularly?
Improvement measures	Evidence of learning from accidents and putting in place measures to ensure that they don't re-occur.

## 3.4 Product Only Inspection

The results of a Product Only Inspection are recorded on MUTA's Product Only Inspection Form (a copy of which is shown at the end of this document). The following areas are examined:

Area	What the Inspector is looking for...
Equipment & Tools	
Ground anchors	Appropriate ground anchors, holding fast.
Roof & wall bracing or equivalent	Roof and wall braces fitted, or equivalent in non-marquee structures.
Ponding risk	Fabrics tensioned so there is no risk of ponding.
Fire exits	Sufficient and accessible fire exits.
Flame retardancy labelling	Fabrics with appropriate labelling demonstrating fire retardancy.
Proximity to services	Not too close to overhead power lines or other services.
Other	Any other aspect of MUTA's Best Practice Guide not being followed.

## 3.5 Observation Report

The Observation Report is carried out as an additional report. An Observation report can be carried out at any time and without warning should the MUTA Member be seen by the MUTA Inspector working on an open site.

Area	What the Inspector will report on.....
Equipment & tools	
Hard Hats	Hard hats being worn on site when the structure is being lifted, whilst purlins are being fitted or when there is a risk of head injury from something falling. If at the time of our visit there are no risks of head injury, the Inspector will continue to look for hard hats on site because at some stage during the build there would have been a risk of head injury. The crew need to be prepared for unforeseen risks overhead, so they all need to be equipped with hard hats on all sites.
Boots	Correct style and type of boots being used.
Hi-Vis	Are hi-vis jackets or vests in use if needed.
Competence, training & documentation	
Supervision	Adequate supervision on site, including the presence of a leader/foreman.
Working practices	
Manual handling	Crew members carrying out manual handling activities safely

Area	What the Inspector will report on.....
	and sensibly.
<b>Working at height</b>	
Ladder use	Ladders or step ladders being used safely and correctly, with the correct ladders being used for the task being carried out.
Harnesses	Use of appropriate safety harnesses where needed.
Platforms	Correct set up and use of working at height platforms (e.g. tower scaffold), including use of outriggers.
Other	Any other aspect of MUTA's Best Practice Guide not being followed.
<b>General</b>	
Housekeeping	General condition of the site – are there trip hazards from kit left lying around on the ground and do any of these hazards put the public at risk?

## 4 After the Inspection

### 4.1 Results Notification

The Inspector will record the details of the inspection on the MUTA Members' Website within 1 working day of the inspection.

The website will automatically send the Members an email with a link to the inspection report, which is accessed by the member logging on at <http://members.muta.org.uk> to view their results.

The text of the email will read:

**From:** [inspector@muta.org.uk](mailto:inspector@muta.org.uk)

**Subject:** MUTA Inspection Report

**Text of email:**

Dear (name of member)

I have recently visited your site or premises and conducted a [MUTA Product Only Inspection/MUTA Full Inspection/MUTA Premises Inspection – text automatically set to one of these 3].

You can view a copy of the report by following this [link](#).

We hope you find this report useful in understanding what we found, and for helping you to identify areas where improvements can be made to achieve best practice.

If you have any questions about the report, please do not hesitate to contact me.

Regards

Chris O'Neil  
MUTA Inspector  
Telephone: 07921 398846  
Email: [inspector@muta.org.uk](mailto:inspector@muta.org.uk)

### 4.2 Immediate Action Needed

If a score of zero is given against any of the items examined in the inspection, the Member is required to take urgent and immediate action to resolve the issue to the satisfaction of the Inspector. An email will be sent to the member within one working day of the Inspection Report being submitted:

**From:** [info@muta.org.uk](mailto:info@muta.org.uk)

**Subject:** Urgent action needed as a result of a MUTA Inspection Report

**Text of email:**

Dear (name of member)

Following our Inspector's recent visit to your premises or site, we notice that you have been scored with a **0 – Urgent Action Required** for the following items:

- [fill in as needed]
- [fill in as needed]
- [fill in as needed]

These are serious items that require your immediate attention if your membership of MUTA is to be continued.

Our Inspector, Chris O'Neil, will be making contact with you directly by telephone to discuss matters. Should the Inspector be unable to make contact with you using the contact details you supplied to MUTA within the next 24 hours, it is your responsibility to ensure that you contact him immediately on 07921 398846 or at [chris@muta.org.uk](mailto:chris@muta.org.uk). If you can not reach Chris, please contact me on 01379 788673.

Regards

Neil Payne  
MUTA Member Services  
Telephone: 01379 788673  
Email: info@muta.org.uk

Failure by the Member to co-operate with the Inspector in resolving these items in an urgent and timely manner will result in a recommendation to MUTA's Executive Committee to summarily expel the Member. In this case, the following email will be sent:

**From:** info@muta.org.uk  
**Subject:** Recommendation for expulsion from MUTA  
**Text of email:**

Dear (name of member)

Following our Inspector's recent visit to your premises or site you were scored with a **0 - Urgent Action Required** for the following items:

- [fill in as needed]
- [fill in as needed]
- [fill in as needed]

We are not satisfied that you have taken the urgent and immediate action necessary to resolve these problems and therefore a recommendation has been made to MUTA's Executive Committee to proceed with action to terminate your MUTA membership.

Should you have any questions or queries regarding the above, please do not hesitate to contact us immediately.

Regards

Neil Payne  
MUTA Member Services  
Telephone: 01379 788673  
Email: info@muta.org.uk

If satisfactory action is taken and then, in a subsequent inspection, the Member is given a score of zero against the same item, a recommendation to MUTA's Executive Committee to summarily expel the Member will be made, irrespective of whether the issue is resolved (i.e. two strikes and you're out). In this situation the following email will be sent to the Member:

**From:** info@muta.org.uk  
**Subject:** Recommendation for expulsion from MUTA  
**Text of email:**

Dear (name of member)

Following our Inspector's recent visit to your premises or site, we notice that you have been scored with a **0 - Urgent Action Required** for the following items:

- [fill in as needed]
- [fill in as needed]
- [fill in as needed]

You have scored "0 - Urgent Action Required" in one of these items previously and so, under the rules of our inspection system, a recommendation has been made to MUTA's Executive Committee to proceed with disciplinary action that is expected to result in termination of your MUTA membership.

Should you have any questions or queries regarding the above, please do not hesitate to contact us immediately.

Regards

Neil Payne  
MUTA Member Services

Telephone: 01379 788673.

Email: info@muta.org.uk

## 4.3 Improvement Required

If a score of 1 is given against any of the items examined in the inspection, an official Improvement Notice using the email text shown below will be sent to the Member, requiring improvement prior to the next inspection.

**From:** info@muta.org.uk

**Subject:** Improvement required as a result of a MUTA Inspection Report

**Text of email:**

Dear (name of member)

Following our Inspector's recent visit to your premises or site, we notice that you have been scored with a **1 – Improvement required** for the following items:

- [Fill in as needed]
- [Fill in as needed]
- [Fill in as needed]

These are important issues that must be resolved in time for your next inspection, as we must ensure that all our Members continue to achieve high standards. The action we require you to take is:

- [Fill in as needed]
- [Fill in as needed]
- [Fill in as needed]

If you wish to discuss any of the details with our Inspector, Chris O'Neil, please feel free to contact him directly by telephone or email to discuss matters. You can reach him on 07921 398846 or at [chris@muta.org.uk](mailto:chris@muta.org.uk). If you can not reach Chris for any reason, please contact me on 01379 788673.

Regards

Neil Payne

MUTA Member Services

Telephone: 01379 788673.

Email: info@muta.org.uk

Three scores of 1 in succession on the same item will result in a recommendation to MUTA's Executive Committee to begin disciplinary procedures against the Member that will lead to expulsion if not satisfactorily addressed. The following email will be sent to the affected Member:

**From:** info@muta.org.uk

**Subject:** Recommendation for MUTA disciplinary action

**Text of email:**

Dear (name of member)

Following our Inspector's recent visit to your premises or site you were scored with a **1 – Improvement Required** for the following items:

- [fill in as needed]
- [fill in as needed]
- [fill in as needed]

This is the third inspection in succession for which you have received this score for one or more of these items, so we are not satisfied that you have taken the necessary action to resolve the problems. Therefore a recommendation has been made to MUTA's Executive Committee to proceed with disciplinary action that could lead to termination of your MUTA membership.

Should you have any questions or queries regarding the above, please do not hesitate to contact us immediately.

Regards

Neil Payne  
MUTA Member Services  
Telephone: 01379 788673  
Email: [info@muta.org.uk](mailto:info@muta.org.uk)

## 4.4 Compliance

If a score of 2 is given against any of the items examined in the inspection, MUTA will make contact with the Member should there be any advice from the Inspector on possible improvements which could be made in order to award a mark of Best Practice.

**From:** [info@muta.org.uk](mailto:info@muta.org.uk)

**Subject:** Possible improvements could be made as a result of a MUTA Inspection Report

**Text of email:**

Dear (name of member)

Following our Inspector's recent visit to your premises or site, you have been scored with a **2 - Compliant** for the following items:

- [fill in as needed]
- [fill in as needed]
- [fill in as needed]

Members are required to follow MUTA's Best Practice Guide so that we can stand up proudly and claim that our Members are following best practice. This has clear business benefits for Members in helping to win business in a competitive marketplace. The MUTA Inspector has advised that the following improvements could be made in order to work towards a Best Practice mark in the above areas:

- [fill in as needed]
- [fill in as needed]
- [fill in as needed]

If you wish to discuss any of the details with our Inspector, Chris O'Neil, please feel free to contact him directly by telephone or email to discuss matters. You can reach him on 07921 398846 or at [chris@muta.org.uk](mailto:chris@muta.org.uk). If you can not reach Chris for any reason, please contact me on 01379 788673.

Regards

Neil Payne  
MUTA Member Services  
Telephone: 01379 788673  
Email: [info@muta.org.uk](mailto:info@muta.org.uk)

## 4.5 Best Practice

Where a 100% score of Best Practice (3) is reported following an Inspection, the following email will be sent to the Member. A short report, including details of the Foreman on site, will also be included in the next Members MUTA Newsletter.

**From:** [info@muta.org.uk](mailto:info@muta.org.uk)

**Subject:** Best Practice awarded for MUTA Inspection

**Text of email:**

Dear (name of member)

Following our Inspector's recent visit to your premises or site, we write to congratulate you for obtaining full marks for Best Practice. Recognition of the hard work which you have undertaken will be reported in the next issue of the MUTA Members Newsletter.

Congratulations on this great achievement!

Regards

Neil Payne

MUTA Member Services  
Telephone: 01379 788673  
Email: info@muta.org.uk

## 4.6 Disciplinary Action

Where disciplinary action is required, a meeting will be held with the Member following which a recommendation for action will be made to the Executive Committee. The Executive Committee's decision shall be final.

The meeting will be attended by:

- MUTA Member Services representative
- MUTA Executive Committee member responsible for the Inspection Process
- The Member; the Member may bring a colleague too.

If the Member fails to attend the meeting, or fails to co-operate, a recommendation for action will be made to the Executive Committee without a meeting being held.

The meeting will be notified to the Member by email and by post using the following text:

Dear (name of member)

I am writing to tell you that MUTA is considering dismissing you from the association, or taking disciplinary action against you.

This action is being considered with regard to the following circumstances:

.....

You are invited to attend a disciplinary meeting on ..... at ..... am/pm which is to be held in ..... where this will be discussed.

You are entitled, if you wish, to be accompanied by a work colleague.

Please confirm your attendance at the meeting.

Yours sincerely

Neil Payne  
MUTA Member Services  
Telephone: 01379 788673  
Email: info@muta.org.uk

Member Name \_\_\_\_\_

Foreman Name \_\_\_\_\_

Date & Location of Inspection \_\_\_\_\_

Item	Score				Comments / Remedy
<b>Equipment &amp; tools</b>					
Hard hats	0	1	2	3	
Boots	0	1	2	3	
Hi-vis	0	1	2	3	
Other PPE	0	1	2	3	
First aid kit	0	1	2	3	
Condition of tools	0	1	2	3	
PAT tested equipment	0	1	2	3	
<b>Competence, training &amp; documentation</b>					
First aid trained	0	1	2	3	
Supervision	0	1	2	3	
Competence/Skills Cards	0	1	2	3	
Licences	0	1	2	3	
Driving hours regulations	0	1	2	3	
Documentation	0	1	2	3	
<b>Working practices</b>					
Identification of services	0	1	2	3	
CAT scan	0	1	2	3	
Manual handling	0	1	2	3	
<b>Working at height</b>					
Ladder condition	0	1	2	3	
Ladder use	0	1	2	3	
Harnesses	0	1	2	3	
Platforms	0	1	2	3	
Other	0	1	2	3	
<b>General</b>					
Safety attitude	0	1	2	3	
Attitude to inspector	0	1	2	3	
Housekeeping	0	1	2	3	
Welfare	0	1	2	3	
Comments:					

Member Name \_\_\_\_\_

Date & Location of Inspection \_\_\_\_\_

Item	Score				Comments / Remedy
<b>Safety planning</b>					
Health & safety policy	0	1	2	3	
Method statements	0	1	2	3	
Risk assessments	0	1	2	3	
Accident reporting	0	1	2	3	
Eqpt/plant maintenance	0	1	2	3	
COSHH	0	1	2	3	
Fire & emergency plan	0	1	2	3	
Lifting plans	0	1	2	3	
<b>Training</b>					
Induction training	0	1	2	3	
First aid training	0	1	2	3	
Technical training	0	1	2	3	
Training records	0	1	2	3	
<b>Equipment &amp; facilities</b>					
Statutory information	0	1	2	3	
PPE	0	1	2	3	
Fire fighting equipment	0	1	2	3	
First aid provision	0	1	2	3	
Tools & equipment	0	1	2	3	
Welfare provision	0	1	2	3	
<b>Activities</b>					
Safe working	0	1	2	3	
Working at height	0	1	2	3	
Overhead services	0	1	2	3	
Environmental	0	1	2	3	
Protection for public	0	1	2	3	
Traffic management	0	1	2	3	
<b>Accidents</b>					
Accident reporting	0	1	2	3	
Number & severity of accidents	0	1	2	3	
Improvement measures	0	1	2	3	
Comments:					

Member Name \_\_\_\_\_

Date & Location of Inspection \_\_\_\_\_

Item	Score	Comments / Remedy
Compliance with MUTA Best Practice Guide		
Ground anchors	0 1 2 3	
Roof & wall bracing or equivalent	0 1 2 3	
Ponding risk	0 1 2 3	
Fire exits	0 1 2 3	
Flame retardancy labelling	0 1 2 3	
Proximity to services	0 1 2 3	
Other	0 1 2 3	

Comments:

Member Name \_\_\_\_\_

Date & Location of Inspection \_\_\_\_\_

Item	Score				Comments / Remedy
<b>Equipment &amp; tools</b>					
Hard hats	0	1	2	3	
Boots	0	1	2	3	
Hi-vis	0	1	2	3	
<b>Competence, training &amp; documentation</b>					
Supervision	0	1	2	3	
<b>Working practices</b>					
Manual handling	0	1	2	3	
<b>Working at height</b>					
Ladder use	0	1	2	3	
Harnesses	0	1	2	3	
Platforms	0	1	2	3	
Other	0	1	2	3	
<b>General</b>					
Attitude to inspector	0	1	2	3	
Housekeeping	0	1	2	3	
Comments:					