

## SS 14.2 – Signs for SS 1-13

<b>Address:</b>			
<b>Provided by (name):</b>			
<b>Register of signs</b> eg sign for SWL of lift, sign how to operate manual call point etc.			
	<b>System for which the Sign is for (SS1-SS13)</b>	<b>Type</b>	<b>Location</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
<b>Performance/Installation Standard:</b>		<input type="checkbox"/> Performance Specification of SS: _____	
<b>Inspections and Maintenance Standard:</b>		<input type="checkbox"/> Inspection Procedure of SS: _____ Compliance Schedule Handbook: SS14/2 Inspections: <input type="checkbox"/> SS12 Audio loops or other assistive listening systems B.9 – B9.4 <input type="checkbox"/> SS13/2 Natural smoke control: B.10 <input type="checkbox"/> Maintenance: nominated performance/inspection standard: _____	
<b>As a minimum these inspections and maintenance procedures will be carried out:</b>		Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. See Below	
<b>Inspection frequency and responsibility:</b>		<input type="checkbox"/> Monthly	<input type="checkbox"/> Owner <input type="checkbox"/> IQP
		<input type="checkbox"/> Annual	<input type="checkbox"/> Owner <input type="checkbox"/> IQP
<b>Inspections and Maintenance:</b>			
<i>Monthly Inspections</i>		<ul style="list-style-type: none"> <li>• Of correct type</li> <li>• In correct location</li> <li>• Legible</li> </ul>	

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<i>Monthly Maintenance</i>	<ul style="list-style-type: none"><li>• Clean</li><li>• Check securely fixed to wall</li><li>• Check for damage</li></ul>
<b>Reporting:</b>	The owner must keep records of all inspections, maintenance and repairs undertaken in the previous 24 months. The records must be kept with the compliance schedule and as a minimum, include: <ul style="list-style-type: none"><li>• Details of any inspection, test or preventative maintenance carried out. Include dates, work undertaken, faults found, remedies applied, and the person who performed the work.</li><li>• A Form 12A provided by an IQP annually</li></ul>

The information above is used to help generate the compliance schedule. If you are unsure of how to fill in this form please consult an IQP who is registered for the system above.