Northwind Facilities
ASSET INTEGRITY & COMPLIANCE

Periodic Equipment Inspection

AIC-INS-12 · Rev. 5 · March 2026

SITE / LOCATION	ASSET OR AREA	ASSET ID	INSPECTION TYPE
Harbor Lane — Building C	**Goods lift, loading bay**	**LFT-C-004**	**Six-monthly statutory**

INSPECTOR	DATE OF INSPECTION	START / FINISH TIME	CONDITIONS
Name and licence no.	D D / M M / Y Y	__ : __ to __ : __	Weather, lighting, access

SCOPE AND METHOD

Visual and functional inspection of the goods lift, its machine room, guarding and emergency systems, carried out with the car out of service and the main isolator locked off. This sheet does not cover the thorough examination required under the lifting regulations, which is recorded separately on form AIC-INS-20. Record every item; do not leave a row blank. Photographs of any failed item must be attached and cross-referenced by item ref.

REF	ITEM INSPECTED	PASS	FAIL	N/A	NOTES AND OBSERVATIONS
A · ACCESS, ISOLATION AND PERMITS					Local rule LR-07
A1	**Permit to work raised, signed and displayed at the point of work** ▲ Accept if: in date and countersigned by the site representative	☐	☐	☐	
A2	**Main isolator locked off, tagged and proved dead** ▲ Accept if: lock and unique tag applied by the inspector EN 81-20 §5.2.1	☐	☐	☐	
A3	**Machine room access controlled and free from stored material** Accept if: clear 800 mm working space around the machine	☐	☐	☐	
A4	**Warning signage in place at every landing** Accept if: legible from 3 m, correct wording	☐	☐	☐	
B · CAR, DOORS AND GUARDING					EN 81-20
B1	**Car door interlocks engage and prevent movement when open** ▲ Accept if: no movement with any door open EN 81-20 §5.3.9	☐	☐	☐	
B2	**Landing door closing force within limit** Accept if: ≤ 150 N measured at the leading edge	☐	☐	☐	
B3	**Door reversal device operates on obstruction** Accept if: reverses within 1 s at three heights	☐	☐	☐	
B4	**Car floor, walls and ceiling sound and free from damage** Accept if: no sharp edges, no loose panels	☐	☐	☐	
B5	**Toe guard and apron secure and correctly dimensioned** Accept if: no deformation, fixings tight	☐	☐	☐	

REF	ITEM INSPECTED	PASS	FAIL	N/A	NOTES AND OBSERVATIONS
B6	**Car lighting and emergency lighting functional** Accept if: emergency light holds for 60 minutes	☐	☐	☐	
C · MACHINE, ROPES AND BRAKE					EN 81-20 · manufacturer's manual
C1	**Suspension ropes free from broken wires, corrosion and uneven wear** ▲ Accept if: within discard criteria for the rope type ISO 4309	☐	☐	☐	
C2	**Rope terminations and anchorages secure** Accept if: no slippage marks, split pins present	☐	☐	☐	
C3	**Brake holds 125% of rated load without slip** ▲ Accept if: no measurable creep over 60 s	☐	☐	☐	
C4	**Gearbox oil level and condition acceptable** Accept if: between marks, no emulsification	☐	☐	☐	
C5	**Machine mountings and anti-vibration pads intact** Accept if: no cracking or perishing	☐	☐	☐	
D · SAFETY GEAR AND EMERGENCY SYSTEMS					EN 81-20 · LR-07
D1	**Overspeed governor sealed, dated and within calibration** ▲ Accept if: seal intact, calibration under 24 months	☐	☐	☐	
D2	**Safety gear linkage free and correctly adjusted** ▲ Accept if: no binding through full travel	☐	☐	☐	
D3	**Final limit switches operate before the buffers** Accept if: trips with 50 mm clearance remaining	☐	☐	☐	
D4	**Buffers undamaged and oil level correct where applicable** Accept if: within manufacturer's marks	☐	☐	☐	
D5	**Alarm and two-way voice communication answered at the manned point** ▲ Accept if: answered within 30 s, both directions audible	☐	☐	☐	
D6	**Manual lowering procedure displayed and equipment present** Accept if: handwheel and release tool on the bracket	☐	☐	☐	
E · RECORDS AND HOUSEKEEPING					LR-07 §9
E1	**Previous inspection defects closed out and evidenced** Accept if: all open items from the last sheet signed off	☐	☐	☐	
E2	**Maintenance log complete and up to date** Accept if: no gap longer than the contracted interval	☐	☐	☐	
E3	**Pit clean, dry and free from debris** Accept if: no standing water, no stored items	☐	☐	☐	

REF	ITEM INSPECTED	PASS	FAIL	N/A	NOTES AND OBSERVATIONS
E4	**Statutory notice displayed with rated load and passenger limit** Accept if: legible and matches the asset record	☐	☐	☐	

DEFECTS RAISED

ITEM REF	DEFECT OBSERVED	SEVERITY	ACTION REQUIRED	RECTIFY BY

OVERALL RESULT

☐ **Pass — fit for service**
No failed item. Asset may be returned to normal service immediately.

☐ **Pass with defects**
No safety-critical failure. Asset may operate under the stated restrictions until rectified.

☐ **Fail — out of service**
One or more safety-critical items failed. Isolate, tag and notify the duty manager at once.

SIGN-OFF

INSPECTOR — SIGNATURE

INSPECTOR — NAME AND LICENCE NO.

SITE REPRESENTATIVE — SIGNATURE

DATE AND TIME COMPLETED

Marking: shade one box per row. **Pass** — meets the acceptance criterion. **Fail** — does not meet it; raise a defect below and state the action. **N/A** — the item is not fitted or not in scope; state why in the notes column. Items marked ▲ are safety critical: a single fail stops the asset from returning to service.
Completed sheets are scanned to the asset record within 24 hours and the paper original is retained on site for six years.