

Loss prevention standards

Inspection, Testing & Maintenance During Lockdown and the Coronavirus Pandemic

Guidance on the importance of continuing to carry out suitable inspection, testing, servicing and maintenance during the Coronavirus pandemic to reduce the risk of damage, breakdown and business interruption



Inspection, Testing & Maintenance During Lockdown and the Coronavirus Pandemic



Introduction

Businesses are facing a variety of new challenges as a result of lockdown restrictions and the COVID-19 pandemic and are having to adapt their operations, systems and procedures to the ever-changing environment in which they are operating.

This Loss Prevention Standard (LPS) contains guidance on the importance of continuing to carry out suitable inspection, testing, service and maintenance during this time to reduce the risk of damage, breakdown and business interruption.



Effective maintenance regimes are an essential part of any organisation's ability to operate successfully and ensure all aspects of the business, such as buildings, machinery and plant, fire protection and security systems, utilities, etc. continue to operate efficiently and reliably. Conversely, inadequate maintenance can result in loss and damage, unnecessary equipment failures, impairments or breakdown, reactionary repairs and interruptions, resulting in additional costs as well as potential damage to reputation as a result of associated delays in delivery of products and services to customers. In the worst case, an unmaintained object may cause a much larger event such as a fire, explosion or an escape of fluid.

Regulations already place duties on organisations and individuals who own, occupy, operate or have control over buildings and work equipment, to ensure, amongst other things, that they are suitable and safe. There are also specific regulations requiring examination, inspection and maintenance activities for specific items of plant and equipment, e.g. pressure systems, lifting equipment, local exhaust ventilation equipment and fixed electrical wiring. Original Equipment Manufacturers (OEMs) and suppliers provide their own guidance and instructions on servicing and maintenance schedules that also need to be considered. Specific warranties or contractual obligations may also exist which drive maintenance regimes and in some circumstances, insurers require servicing and maintenance of certain types of equipment/machinery as a condition of insurance cover, such as fire protection/detection and security systems or commercial cooking equipment.

How then is all of this to be balanced in the midst of a pandemic, when rapid changes to operations and processes may be taking place, revenue streams may have reduced and budgets squeezed or maintenance staff have been furloughed and strict travel restrictions, self-isolation or quarantine procedures are in place which may impact the ability of external maintenance contractors getting to site or delay supplies of vital spare parts?

Whilst it is not practical to provide definitive advice for every type of industry given the variety of challenges each individual organisation faces, whether it be from complete shutdown or unprecedented levels of production demand, this guidance document sets out to outline the fundamental principles and key steps all businesses should consider when reviewing and evaluating their inspection, testing, servicing and maintenance regimes as a result of the impact of coronavirus.

This LPS forms part of a suite of COVID-19 support guidance produced by Aviva.

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The Impact of COVID-19

The first step of any organisation is to fully assess and understand what impact the COVID-19 pandemic is having on their ability to continue with their normal inspection, testing, servicing and maintenance regimes and look to manage changes in a way that does not increase the risk of damage, breakdown and business interruption.

Current Trading Position

The current trading position of a business should be considered and to what extent the pandemic has resulted in a downturn or conversely upturn in the business?

A sudden downturn may result in changes to maintenance contracts, from more preventative to reactive or breakdown only arrangements; or maintenance budgets being reduced and restrictions on any new capex expenditure being applied, as a result of falling revenues.

A rapid upturn will inevitably divert attention away from maintenance activities and onto production. This could potentially push back maintenance activities or make it harder to carry out essential maintenance. This is particularly true if these activities have been traditionally carried out when machinery was not being utilised and it is now operating for extended periods or even continually to keep up with demand. If this is the case then arguably inspection, testing and maintenance becomes even more critical to the business, as the potential for failure or breakdown becomes ever greater.

Buildings, Premises or Working Environment

Buildings, premises and working environments are also being changed in line with stricter social distancing to accommodate one-way systems; staggered shift patterns; the provision of dedicated welfare facilities; premises being temporary or permanently shut; or the building of new temporary storage facilities to meet increased production or for stockpiling materials. The impacts of each of these risks should be assessed and any maintenance regimes appropriately adapted.

Plant/Machinery or Processes

Processes are also seeing rapid change, in line with changes to customer's demand and shopping habits as a result of lockdown measures. The quick change from traditional to online trading, where the emphasis on maintenance may need to move towards the IT infrastructure, as it becomes increasingly critical, is a good example of this.

New plant and equipment may also be introduced, requiring specific inspection, testing and maintenance, which may in turn require the appointment of specialist external maintenance contractors as well as a new maintenance stock of spare parts.

Changes to the configuration of existing machinery and associated safety systems such as interlocks, isolation valves and emergency stops, may also require alterations that need the oversight of maintenance personnel; or similarly previously attended processes may become unattended which necessitate changes to inspection regimes.

People and Operations

The impact on the availability of people to carry out effective inspection, testing, servicing and maintenance should be considered. This should include both own maintenance staff and external contractors.

In many organisations, staffing levels may have reduced due to a downturn in the business, furlough, self-isolation or quarantine, as a result of them or people close to them contracting COVID-19.

- Is there currently enough maintenance staff to carry out all essential maintenance tasks?
- What happens to maintenance schedules if maintenance staff are off work?
- What contingencies are in place to flex with the changes in staffing levels?

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Consideration should be given to whether there is a need for increased maintenance cover to meet extended working hours or additional shifts. In instances where there are fewer maintenance staff or their workloads have significantly increased, the time available for more subtle but no less important aspects of maintenance is inevitably reduced. Such examples include: monitoring and analytics of condition-based maintenance systems, prioritisation and tracking of maintenance activities, and critically the effective management and supervision of external contractors.

In addition to a company's own maintenance resource, the availability of external contractors, on which the organisation relies upon, should also be reviewed:

- Existing maintenance contracts and Service Level Agreements (SLAs) should be reviewed to ensure they remain appropriate, including whether external contractors can continue to fulfil the required inspection, testing, servicing and maintenance
- Where highly critical or specialist maintenance provision is needed, it may also be necessary to have contingency plans in place or review alternatives such as remote monitored condition-based monitoring in place of physical site maintenance visits

Monitoring and Review

A thorough review of the impact of COVID-19 will form the basis of the next stage in the process; Risk Assessment. It is however important to emphasise that constant monitoring and review is required to ensure maintenance regimes are adequate and appropriate in the rapidly changing climate of this pandemic.

Risk Assessment

A risk assessment is an important step in protecting an organisation. The fundamental aim should be to help focus attention on what inspection, testing, servicing and maintenance is required:

- Taking into consideration the impact of COVID-19
- Based upon the likelihood and severity of any anticipated downtime
 - Including in the impact of the failure such things as a fire starting, an escape of fluid, etc.
 - Outage
 - Replacement
 - Recovery should an event occur

The risk assessment should include the following:

- Determine what buildings/premises, people, processes, machinery, equipment, services and utilities are essential to the continued operation of the business
- Review of existing maintenance regimes in place for all essential areas of the business
- Evaluate the impact of COVID-19 upon the existing maintenance regimes and identify the fundamental obstacles to overcome to enable completion of the required maintenance
- Decide whether existing maintenance arrangements remain adequate and appropriate, and can they be maintained or do they require changing/adapting
- Regular review to ensure maintenance regimes continue to remain acceptable

All buildings/premises, processes, machinery, equipment, services and utilities should continue to be adequately maintained throughout the pandemic. Existing maintenance regimes may no longer be appropriate, where changes have been introduced as a result of coronavirus, or new restrictions imposed to limit the spread of the virus may present new obstacles to completing inspection, testing, servicing and maintenance. Such changes or restrictions

will inevitably result in organisations having to review, evaluate and adapt their existing practices based on an assessment of the changing risk to an organisation.

It is critical to clearly determine what is essential to the operation of the business and what the impact would be of any damage or loss, including any knock-on effects or “bottlenecks” this could cause, which may result in an intolerable interruption. This includes where unmaintained objects can cause escalation events that could have a further impact on a facility, e.g. a fire or escape of fluid.

A review and evaluation of existing maintenance regimes (i.e. preventative, risk-based, condition-based or reactive), frequencies, maintenance contracts/SLAs, etc. along with any legal/regulatory or contractual requirements, manufacturer warranties and any insurance policy conditions should also be carried out.

The assessment on the impact of COVID-19 will help identify the fundamental obstacles; whether it be the loss or reduction of maintenance staff; or the availability of maintenance contractors; process or shift changes preventing normal maintenance activities being carried out; or the scaling back of budgets to overcome in order to maintain the ability to continue to complete the maintenance required. This could include aspects such as upskilling in-house maintenance staff or switching from preventative to risk-based or condition-based monitoring for example.

In any case, regular monitoring and review is required to ensure maintenance regimes continue to remain acceptable and where possibly suitable contingencies should be put in place to deal with the rapid changes currently taking place.

Planning

Planning what and how maintenance activities are needed is fundamental to completing them effectively with the minimal amount of disruption. What needs to be considered depends on an organisations’ individual circumstances and will be born out of the risk assessment.

An essential inspection, testing, servicing and maintenance plan can then be developed covering all areas deemed critical to both the operation and protection of the business. This should include all aspects of buildings/premises, machinery and plant, utilities maintenance and IT infrastructure as well as that required to meet legal/regulatory and contractual requirements, manufacturer warranties and any insurance policy conditions. It should also include all protections systems installed to protect the business and its people, such as sprinklers and water supplies or other fixed fire protection, fire detection, security systems and associated safety equipment (e.g. machinery guarding, interlocks and emergency stops). Any changes to maintenance schedules should be formally approved and existing maintenance contracts/SLAs amended.

Nominated individuals (including backup personnel to cover sickness absence) should remain in place to oversee all inspection, testing, servicing and maintenance activities and a suitable system should be implemented for the managing, recording, prioritising, tracking and auditing of maintenance tasks to ensure they are carried out in an effective and timely manner.

It is important to determine who is available to carry out necessary maintenance work. Often maintenance activities are carried out by a combination of in-house staff and external contractors, but it may be that in-house maintenance staff may have been made redundant or furloughed, increasing the reliance on external contractors. Or alternatively, site restrictions aimed at limiting the spread of the virus may make it difficult for external contractors to physically attend site. In either case, anyone showing signs of contracting the virus would be required to self-isolate at a moment’s notice. Planning for these anticipated scenarios will reduce the risk of the business being exposed to essential maintenance being delayed or missed altogether.

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Where maintenance activities will be undertaken in-house, do staff carrying out the work have the appropriate level of experience, training and knowledge to carry out this work competently, or will training need to be provided? This is important where up-skilling or multi-skilling may be required to cover a wider variety of maintenance tasks/responsibilities.

Where maintenance activities will be undertaken by external contractors, is there a formal procedure for appointing, vetting and managing external contractors as well as appropriate people to manage and supervise their work on a site?

Have maintenance contractors identified where they intend to utilise sub-contractors? If maintenance tasks include hazardous activities, what procedures are needed to ensure such work is carried out safely? Contractor management procedures will need to be reviewed and updated to incorporate any changes as well as specific protocols for reducing the spread of coronavirus, and these will need formally communicating to maintenance contractors.

If maintenance staff have had to go off work, what contingencies are in place to cover required maintenance tasks or prevent/reduce lone working? Can external contractors be used and who will supervise them? Who will ensure adequate inspection, testing, servicing and maintenance is being carried out while they are off? Similarly, if external contractors cannot attend site, what contingency plans are in place?

Have appropriate maintenance budgets been set aside for all essential inspection, testing, servicing and maintenance tasks and given capex approval, and is there an established protocol for obtaining capex approval for any unforeseen/reactive maintenance or emergency repairs?

Implementation and Management

To implement the essential inspection, testing, servicing and maintenance plan for a site and ensure it is managed effectively, consideration should be given to introducing the following:

- A formal asset register, detailing maintenance requirements
- A maintenance log for all essential inspection, testing, servicing and maintenance, including documented frequencies planned into current operation/production schedules
- Staffing plan/rota to manage activities and ensure adequate cover to enable all maintenance to be completed within the required timescales
- Coronavirus (COVID-19) policy defining protocols for reducing the spread of coronavirus, such as social distancing, personal protective equipment (PPE), health screening and other infection control measures
- Formal contractor management procedure, including:
 - Approval and vetting procedures
 - Review of risk assessments and method statements (RAMS)
 - Induction programs
 - Permit-to-work systems for all hazardous maintenance activities (e.g. hot work, work at height, lone working, electrical, confined spaces, etc.)
 - Supervision, including fire watches
 - Health & safety – lone working, security
- **Formal hot work permit system, complying with Aviva's Hot Work Operations LPS**
- **Formal fire protection impairment system to ensure fire protection/detection systems are maintained fully operational, complying with Aviva's Property Impairment LPS**
- **Formal incident/accident/near-miss reporting system to aid learning from any near misses, accidents, injury, breakdowns, failures and incidents which can feed into future inspection, testing, servicing and maintenance management systems**

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Returning to ‘Normal’ Following the Pandemic

It is recommended that any organisation devotes appropriate time and resource to reflecting on changes that have been introduced once the business returns back to a more normal operating position. This not only allows lessons to be learnt (both good and bad) but is an important part of improving the overall resilience of a business and making it easier to adjust to events in the future.

A structured change management procedure can often be a helpful way to ensure changes are appropriately implemented without introducing additional hazards, minimising the risk to a business and ensuring effective communication to all stakeholders, particularly where maintenance frequencies have been reduced or stopped.

Consideration should be given to:

- **Introducing a formal Management of Change procedure, complying with Aviva’s Managing Change LPS**
- Implementing plans for the safe reinstatement of buildings/premises, plant, equipment and processes
- Restoring planned preventative maintained regimes for non-essential plant and equipment
- Restoring any additional predictive or condition-based maintenance regimes, e.g. thermal imaging, vibration monitoring, etc.
- Reviewing the impacts on operating procedures – has the business got used to plant being more available?
- Reviewing the impacts of reduced maintenance – lifespan of plant/machinery and frequency of failure/breakdown?
- Reviewing the impacts on staff training/skills – can more maintenance work be undertaken in-house?
- **Asking yourself “what worked and what didn’t?”**
- Updating relevant risk assessments, procedures and documents to reflect changes, including:
 - Risk register
 - Fire risk assessment
 - Planned preventative maintenance regimes
 - Asset register/critical spares list
 - Workplace risk assessments
 - Standard operating procedures (SOPs)
 - Emergency action plans (EAPs)
- Notifying insurers and all key stakeholders of all significant changes

Checklist

A generic Inspection, Testing, Servicing & Maintenance Checklist is presented in Appendix 1 which can be tailored to your own organisation.

Specialist Partner Solutions

Aviva Risk Management Solutions can offer access to a wide range of risk management products and services at preferential rates via our network of Specialist Partners.

For more information please visit:

[Aviva Risk Management Solutions – Specialist Partners](#)

Sources and Useful Links

- For the latest government guidance on Coronavirus (COVID-19) click [here](#)
- For advice from the Devolved Governments in Scotland, Wales and Northern Ireland please refer to:
 - [Coronavirus in Scotland](#) – Scottish Government
 - [Coronavirus \(COVID-19\)](#) – Welsh Government
 - [Coronavirus \(COVID-19\)](#) – nidirect Government Services
- Advice and resources for working safely during the coronavirus (COVID-19) can be found at:
 - [Working safely during coronavirus \(COVID-19\)](#) - Gov.UK
 - [Making your workplace COVID-secure during the coronavirus pandemic](#) – Health and Safety Executive

Additional Information

Relevant Aviva Loss Prevention Standards include:

- [Pandemic Planning and the Coronavirus](#)
- [Managing Change - Property](#)
- [Managing Change During Lockdown and the Coronavirus](#)
- [Maintenance Regimes](#)
- [Permit to Work Systems](#)
- [Hot Work Operations](#)
- [Managing Contractors](#)
- [Impairment Management](#)
- [Temporary Mothballing and Shutdown of Premises & Operating Plants](#)

To find out more, please visit [Aviva Risk Management Solutions](#) or speak to one of our advisors.

Email us at riskadvice@aviva.com or call 0345 366 6666.*

*Calls may be recorded and/or monitored for our joint protection.

Appendix 1 - Inspection, Testing, Servicing & Maintenance Checklist



Location	
Date	
Completed by (name and signature)	

	COVID-19	Y/N	Comments
1.	<p>Has the impact of the COVID-19 pandemic on inspection testing, servicing and maintenance regimes been properly assessed?</p> <p>Items to consider include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Changes to buildings, premises or working environment, i.e. extending, relocating, mothballing or closing down areas, premises alterations, installing temporary buildings or new facilities to accommodate changes in working practices such as social distancing • Changes to plant/machinery or processes, i.e. new equipment, alterations in configuration of existing equipment/guarding, idle equipment, increase/reduction in production, unattended processes, shift to online trading, etc. • Changes to people and operations, i.e. reduction in staffing levels, working hours/shift patterns, alterations to workplace layout, working practices and procedures, increased reliance on external contractors, etc. • Changes to existing maintenance regimes or contracts, e.g. breakdown only, pause in statutory inspections, etc. • Changes to maintenance budgets or new restrictions on capex expenditure • Problems with third party contractors or suppliers, i.e. availability of external maintenance contractors, sourcing of critical parts/spares, etc. 		

	Risk Assessment	Y/N	Comments
2.	<p>Have the buildings/premises, people, processes, machinery, equipment, services and utilities on site been risk assessed to understand what is critical to the continued operation of the business?</p> <p>Has the anticipated downtime, outage, replacement and recovery of these been assessed in line with the organisation's risk appetite and business continuity arrangements?</p>		
3.	<p>Have you reviewed the adequacy of existing maintenance regimes, including:</p> <ul style="list-style-type: none"> • Overall provision, i.e. preventative, risk-based, condition-based or reactive? • Maintenance frequencies? • External maintenance contracts and SLAs currently in place? • Legal/regulatory and contractual requirements, manufacturer warranties and/or recommended frequencies, industry standards, own site experience/learning and any insurance policy conditions? 		
4.	<p>Have you evaluated the impact of COVID-19 upon the existing maintenance regimes and identified the obstacles to continuing to carry out the required inspection, testing, servicing and maintenance schedules required, such as:</p> <ul style="list-style-type: none"> • Scaling back of maintenance provision or budgets? • Loss or reduction of maintenance staff? • Problems and/or availability of maintenance contractors, e.g. cessation of maintenance contracts or reduction in service levels? • Problems with suppliers, e.g. extended machinery replacement lead times, supply of critical spares, etc.? • Process changes impeding the ability to carry out required maintenance provision, e.g. increased production, changes in working or shift patterns, etc.? • Any specialist equipment and tooling required, including access equipment, PPE and safety equipment? • Any changes to site security, access control needed for maintenance purposes? 		

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5.	Do any existing maintenance schedules need to be altered in light of any changes; for example, being switched from preventative to risk-based or condition-based monitoring or reduced where equipment may have been mothballed?		
6.	Will the risk assessment be regularly reviewed to ensure maintenance regimes continue to remain acceptable?		

	Planning	Y/N	Comments
7.	Have insurers and all key stakeholders been notified of all significant changes (e.g. external maintenance contractors, suppliers and customers), particularly where maintenance frequencies have been reduced or stopped?		
8.	Has an essential inspection, testing, servicing and maintenance plan been developed for all areas deemed critical to the operation and protection of the business including: <ul style="list-style-type: none"> • Buildings/premises? • Machinery and plant, including all associated safety equipment such as machinery guarding, interlocks and emergency stops? • Fire protection and detection systems? • Security systems? • Services and utilities? • Critical IT infrastructure/SCADA systems, etc.? 		
9.	Does the proposed inspection, testing, servicing and maintenance regime meet legal/regulatory and contractual requirements, manufacturer warranties and/or recommended frequencies, industry standards, own site experience/learning and any insurance policy conditions?		
10.	Have external contractors' SLAs been amended to incorporate changes to existing servicing and maintenance schedules?		
11.	Are there nominated duty and backup personnel responsible for overseeing all inspection, testing, servicing and maintenance activities?		
12.	Are appropriate systems in place for managing, recording, prioritising, tracking and auditing all required maintenance activities?		

LOSS PREVENTION STANDARDS

13.	Where maintenance activities will be under taken in-house, do staff carrying out the work have the appropriate level of experience, training and knowledge to carry out this work competently? Will appropriate training be given, particularly where up-skilling or multi-skilling may be required to cover a wider variety of maintenance tasks/responsibilities?		
14.	Where maintenance activities will be under taken by external contractors is there a formal procedure for appointing, vetting and managing external contractors?		
15.	Have maintenance contractors identified where they intend to utilise sub-contractors for inspection, testing, servicing and maintenance tasks and do contractor management procedures extend to these individuals?		
16.	Have nominated staff appointed to manage and supervise external contractors been given appropriate training and deemed competent to do so, including: <ul style="list-style-type: none"> • Reviewing external maintenance contractors risk assessments and method statements? • Carrying out their own dynamic risk assessments? • Issuing permits to work? • Supervising contractors work? • Checking any equipment brought onto site? 		
17.	Have contractor management procedures been reviewed and updated, incorporating any changes, particularly in respect of protocols for reducing the spread of coronavirus, such as access controls, lone working, social distancing, hygiene and PPE requirements? Have the updated procedures been communicated to all external contractors?		
18.	Have you ensured risks associated with phased return, sickness absence and reduced maintenance staffing levels will be managed, including: <ul style="list-style-type: none"> • Avoiding/reducing lone working? • Reduced maintenance management and supervision (including supervision of external contractors)? • Reduced monitoring, tracking, auditing maintenance tasks? • Suitable backup/alternative staff or external maintenance contractors? • Contingency plans such as remote maintenance or condition based monitoring for specific plant and equipment? 		

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19.	Have appropriate maintenance budgets been set aside for all essential inspection, testing, servicing and maintenance tasks and given capex approval?		
20.	Is there an established protocol for obtaining capex approval for any unforeseen/reactive maintenance or emergency repairs?		

	Management & Implementation	Y/N	Comments
21.	Is there an asset register, detailing maintenance requirements in place?		
22.	Is there a maintenance log for all essential inspection, testing, servicing and maintenance?		
23.	Have all maintenance frequencies been planned into current operation/production schedules?		
24.	Have you completed a staffing plan/rota to ensure adequate cover and ensure all maintenance can be completed within the required timescales?		
25.	Is there a coronavirus (COVID-19) policy in place defining protocols for reducing the spread of coronavirus, such as social distancing, PPE, health screening and other infection control measures? Is this subject to regular review?		
26.	Have any new maintenance contractors been approved and vetted (e.g. checking qualifications, insurances, etc.)?		
27.	Are external contractors required to submit their own risk assessments and method statements (RAMS) in advance for review and approval prior to carrying out work?		
28.	Are all external maintenance contractors required to complete a formal induction procedure upon arrival, which includes coronavirus risk management protocols, which they sign to confirm receipt and understanding?		
29.	Are all hazardous maintenance activities, e.g. hot work, work at height, lone working, electrical, confined spaces, etc, being controlled using a formal permit to work system? Does it comply with the Aviva Permit to Work Systems Loss Prevention Standard?		

LOSS PREVENTION STANDARDS

30.	Do hot works comply with the Aviva Hot Work Operations Loss Prevention Standard?		
31.	Have you checked contractors working on your site are able to fully comply with social distancing, PPE and other infection control procedures?		
32.	Have you established and communicated to employees, procedures and protocols they must follow should they feel ill at work or at home? Similarly, is appropriate health screening in place for external maintenance contractors coming on to site?		
33.	Is a formal fire protection impairment system in place to ensure fire protection/detection systems are maintained fully operational? Does it comply with the Aviva Property Impairment Loss Prevention Standard?		
34.	Does the learning from any near misses, accidents, injury, breakdowns, failures and incidents feed into the inspection, testing, servicing and maintenance management system?		
35.	Are external contractors aware of the need to report such occurrences?		

	Returning to 'Normal' Following the Pandemic	Y/N	Comments
36.	<p>Will changes implemented during the pandemic and any learnings be formally reviewed as part of a management of change process, including:</p> <ul style="list-style-type: none"> • Impacts of operating procedures – has the business got used to plant being more available? • Impacts of reduced maintenance – lifespan of plant/machinery and frequency of failure/breakdown? • Impacts on staff training/skills – can more maintenance work be undertaken in-house? • Reviewing use of contractors? • What worked and what didn't? 		
37.	Have you implemented plans for the safe reinstatement of buildings and premises?		
38.	Have you implemented plans for the safe reinstatement of plant, equipment and processes?		
39.	Have you implemented plans for the safe management of people and operations?		
40.	Have routine planned preventative maintenance regimes been restored for all non-essential plant and equipment?		
41.	Has any additional predictive or condition-based maintenance regimes be re-established, e.g. thermal imaging, vibration monitoring, etc.?		
42.	<p>Have relevant risk assessments, procedures and documents been updated to reflect any changes, including:</p> <ul style="list-style-type: none"> • Risk register? • Fire risk assessment? • Planned preventative maintenance regimes? • Asset register/critical spares list? • Workplace risk assessments? • Standard operating procedures (SOPs)? • Emergency action plans (EAPs)? 		
43.	Have insurers and all key stakeholders been notified of all significant changes?		

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44.	Additional comments:
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Please Note

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22/01/21 V1.0

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