

Quadpro Help Desk

Management of Compliance Processes

The management of Compliance in Quadpro is handled in 3 areas of the system:

- 1 Building Compliance documentation
- 2 Asset statutory compliance testing and Inspection
- 3 Contractor Approval and compliance documentation

1 Building Compliance documentation

Within the system there is a preference setting where the status of up to 10 areas can be set to be tracked

The documents can be chosen by the establishment. A suggested set recommended by the DFES are:

- Electrical Test Certificate (5 Year Fixed Wiring Test)
- Emergency Lighting Inspection Certificate
- Fire Alarm Inspection Certificate
- Fire Risk Assessments
- Water Safety, Hygiene and Legionella Documentation
- Gas Safety Test Report
- Asbestos Register
- Asbestos Management Plan
- Lift and Hoist Certificates
- Passenger Lift Insurance Insp.

For each building in the estate the due date for the review or updating of each document can be tracked

The system creates a RAG rating for each document based on:

- RED overdue
- AMBER due within 2 months
- GREEN due > 2 months

In the Full building list and in the Site list of buildings the worst case rating is shown. This acts as an early warning of compliance issues for a building

Chamberlaine School Tuesday, 24 July 2018 **Site**

Name: Chamberlaine School Site Code: SCH
 Address: Building: Site Ref: 10
 Street: Bedington
 Area: County: Plymouth
 Postcode: Main Use: Secondary School
 Site Area: 11,000m²
 Midlands

Building Name	Code	YDC	Storeys	N/A	U-Value	Ref
Bath Sports Hall	SPC	1970	0	2,431.0m ²	0.0m ²	Red
Buton Block	BUR	1976	0	322.0m ²	0.0m ²	Yellow
Galilee Building	GAZ	0	0	3,340.0m ²	0.0m ²	Yellow
Garden Hall	GTH	1900	0	1,262.0m ²	0.0m ²	Red
Libby Hall	LBV	1934	0	0.0m ²	0.0m ²	Yellow
Main Building	LJS	2002	0	3,987.0m ²	0.0m ²	Red
Science Block	SCB	2007	0	0.0m ²	0.0m ²	Red

Total: 11,342.0m² 0.0m²

Buttons: Add, Delete, Print, General, Maintenance, Site Plan, Documents, Save, Exit, Print

The documents/ certificates/reports relating to each of the 10 areas of compliance can be stored in folders within the documents folder for each building.

Main Building Tuesday, 24 July 2018 **Building**

Construction: [Empty field]
 Fire Precautions & Means of Escape: [Empty field]
 Access for Disabled: [Empty field]

Compliance	Status	Due Date	Documents
Electrical Test Certificate (5 Year Fixed)	Yellow	01/09/2018	C:\Users\Steve\Desktop\Quadpro 25-08-15
Emergency Lighting Inspection Certificate	Red	01/07/2018	
Fire Alarm Inspection Certificate	Green	01/04/2019	
Fire Risk Assessments	Green	01/12/2018	
Water Safety, Hygiene and Legionella	Red	02/07/2018	
Gas Safety Test Report	Yellow	02/05/2018	
Asbestos Register	Yellow	30/07/2018	
Asbestos Management Plan	Yellow	27/09/2018	
Lift and Hoist Certificates	Green	10/03/2019	
Passenger Lift Insurance Insp.	Green	01/09/2020	

Buttons: General, Space, Plans & Photos, Maintenance, Assets, Compliance & Documents, Save, Exit

ACTIONS:

- 1 Set preference for up to 10 compliance areas
- 2 Set up a template set of 10 document folders to be added to every building document folder
- 3 Add to buildings data
- 4 Add documentary evidence of compliance with each of the 10 areas
- 5 Add review data for each item
- 6 Track by use of RAG and ensure all new relevant documents are added to the appropriate document folder

Asset - statutory compliance testing and Inspection

The asset register in Quadpro can be used to record details of all the assets in an establishment. These can range from Fire alarm systems and vehicles, Boilers, Furniture groups (desks and chairs in a room), Swimming pools to Lifts etc. Any asset can be tracked.

For each asset, where it is applicable, a profile can be put in place for asset maintenance. The profile can have several aspects for instance a quarterly test regime and an annual inspection regime. These need to be set up only once and then can run in parallel for the asset. Each maintenance event will automatically generate a Job Request within Quadpro that can then be allocated and tracked in the normal way.

The notification period for the task can also be set, eg. 2 days notification for a weekly event and say 2 months for a major contract that may need retendering.

Documents can be held for each asset for example the user manual and the maintenance manual and warranty/guarantee.

For each asset maintenance task the resulting certificate, record of maintenance can be uploaded to the document folder for the task.

There may be a number of assets with their associated tasks within a single compliance area eg a number of lifts and hoists in a building or a range of fire prevention systems in a building (sprinklers and Emergency lighting). By ensuring that all the compliance tasks are completed on time then each asset can be considered as compliant and the compliance area in turn

ACTIONS:

- 1 In Glossary:
In Assets Glossary:
add 2 new asset types
COMPLIANCE and PPM, duplicate the asset categories and Asset Attributes to both the new Types
In Works Order Glossary:
Add 2 new Priorities: Compliance , position 7 and days=365, PPM, position 8 and days=7
- 2 In Preferences:
Asset tab change JR auto-generation default to: Compliance, but items can be changed on an individual Job Request basis where necessary.
- 3 Set up folders and Add documents to the asset documents folder
- 4 Set up asset records in Quadpro. A separate asset should be set up for each building so that compliance can be monitored correctly eg Fire Alarms – Main Building, Fire Alarms – Science building
- 5 Add asset maintenance records to assets, set notification period for each, classify as compliance or PPM as appropriate (Compliance relates to activities with a statutory requirement, Planned Preventative Maintenance (PPM) activities which are part of adequate cyclical maintenance such as boiler maintenance.
- 6 As system generates Job Requests process as normal with any associated Works orders
- 7 As completion of Job request is notified, add appropriate certificate/record to task to show action complete.

Contractor Approval and compliance documentation

Quadpro holds records of contractors and suppliers that are used by the organisation. In order to be listed on the approved list they may need to submit documentation which needs to be checked and kept up to date. Examples include, insurance certificates, financial information, ISO9001 certification etc.

For each supplier/contractor the need for a document and the date for its review can be recorded and is available via a RAG dashboard enabling real time reports to be viewed of documents needing to be updated. Overdue documents show RED, those needing renewal within 60 days show AMBER and those that are greater than 60 days before renewal shows GREEN.

The dashboard also shows orders placed by contractor/supplier and the costs of these

ACTIONS:

- 1 Add document due dates, spend limits and approved list status to each contractor/supplier record
- 2 Add supporting documents to the document folders for each contractor
- 3 Utilise the contractor dashboard module (additional module) to view status of each contractor and the works orders placed with them