

## **SCHEDULE 14: HEALTH AND SAFETY FILE REQUIREMENTS**

### **1. Overview**

The EVCPO shall prepare and maintain a Health and Safety file for each EVCP site in accordance with the guidance provided in **Schedule 5** of the Health and Safety Executive's "Managing health and safety in construction, Construction (Design and Management) Regulations 2015, Guidance on Regulations, L153, Published 2015".

The EVCPO shall provide a copy of the health and safety file for each charge point site to Conwy County Borough Council (CCBC):

- a. on completion of the installation, testing and commissioning activities at each site (i.e., at the end of the site delivery phase);
- b. as the file is updated from time to time in accordance with the requirements of **Schedule 15**.

### **2. Health and Safety File Format**

The health and safety file documentation shall be:

- a. complete, comprehensive and co-ordinated with a uniform style and presentation; and
- b. supplied in electronic format with comprehensive contents and index pages, and electronic links to and from individual parts of the documentation.

### **3. Health and Safety File Contents**

In addition to other items required by **Schedule 5** of the Health and Safety Executive's "Managing health and safety in construction, Construction (Design and Management) Regulations 2015, Guidance on Regulations, L153, Published 2015", the health and safety file for each site shall include:

- a. asset inventory data for population of CCBC's asset management systems;
- b. operations and maintenance (O&M) manuals for the Goods being supplied and installed under the Contract; and
- c. as-built documentation for the infrastructure being provided under the Contract.

Asset inventory data shall include the following information for each feeder pillar cabinet and charge point unit:

- a. serial or unique identification number;
- b. location provided as latitude and longitude;
- c. installation date;
- d. communications addressing information;
- e. electricity supply information including:

- i) meter identifier;
  - ii) energy supplier; and
  - iii) distribution network operator.
- f. site access instructions, with identified safety issues and mitigations;
- g. maintenance arrangements such as the frequency and type of each maintenance task;
- h. information on manufacturers' warranties, including the start date and period; and
- i. a schedule of line replaceable units or modules.

Asset inventory data shall include the following information for each line replaceable unit or module forming part of a rapid charge point unit:

- a. serial or unique identification number – can be bar coded;
- b. type of equipment
- c. buyer's assigned stock code number;
- d. manufacturer;
- e. manufacturer's model identifier;
- f. any hardware version supplementary to the model identifier;
- g. manufacturer serial number;
- h. software version;
- i. power consumption (quiescent and in use); and
- j. manufacture date.

O&M manuals shall include:

- a. specific information about each item of Goods supplied and its configuration and interfaces with other Goods upon handover.
- a. sufficiently detailed information to allow the EVCPO, CCBC or a third party to:
  - i) operate the Goods safely;
  - ii) safely undertake maintenance of the Goods;
  - iii) safely install, commission and decommission the Goods; and
  - iv) dispose of the Goods in a safe and environmentally satisfactory manner.

To meet the requirements O&M manuals shall include the following:

- a. Operating instructions.
- b. Configuration data.
- c. Lists of parts, their manufacturers, part numbers and serial numbers.
- d. Schematic drawings identifying the normal position of all parts relative to each other.
- e. Circuit diagrams.

- f. Routine service and maintenance procedures including the scope and frequency of electrical inspection and testing.
- g. Troubleshooting guide.
- h. Fault diagnostic features.
- i. Testing and commissioning procedures.
- j. Decommissioning procedures, including procedures for disposing of parts containing hazardous substances.
- k. Any additional health and safety information pertinent to the future maintenance, cleaning, alteration or dismantling of the equipment.

As-built documentation for infrastructure shall show and describe each feature of the infrastructure provided, and shall include:

- a. Site layouts including the position, orientation, type of construction and construction methodology of all infrastructure.
- b. Electrical installations.
- c. Telecommunications installations.
- d. Test results and certificates.
- e. Any additional health and safety information pertinent to the future maintenance, cleaning, alteration, extension, demolition or dismantling of an installation.

Test results and certificates to be provided shall include as a minimum:

- a. Product acceptance testing (PAT) results and certificates for all Goods.
- b. Site acceptance testing (SAT) results and certificates for all Goods.
- c. Electrical test and inspection results and certificates.

#### **4. Commissioning Documentation**

These requirements shall also form part of a Commissioning handover pack, which the EVCPO will hand over to CCBC on completion of the site commissioning process.