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# How to use the Safety Inspection Close-out Form

**The form is composed of:**

1. A single A4 front page.
2. A single A4 page outlining the actions and who is to implement them plus signatures to verify this.
3. Multiple A5 close-out forms (these can be copied and printed out as needed).

### **The purpose of this form is:**

1. To improve compliance with inspector’s recommendations by stipulating and agreeing deadlines with all parties concerned.
2. To ensure that the person responsible for completion of these actions is identified and agreed at the earliest stage.
3. To ensure that the safety representatives know that actions have been completed.
4. To present a College standard of safety inspections and ensure compliance with their findings.

**How to use this form:**

1. The front page:
2. Report ID. A unique ID number should be allocated for each report and should be in the format ‘2 digit year/5 digit serial number/3 letter initials of the inspector’. This number should be allocated and kept on record by the Division or Department for future reference.
3. All other details must be completed.
4. The main body of the report:

The author may insert a section containing text, commentary etc. between the front page and the action plan.

1. The Action Plan and Agreement of Actions:
2. Insert a brief description of each action required into a separate numbered row.
3. Agree on a date by which this must be carried out (the close-out date) and by whom the action shall be carried out.
4. Both the person responsible for this area and the inspector must sign this form.
5. This sheet must be retained by the inspector and a copy given to the person responsible for the area along with the blank close-out forms (see below).
6. The Close-out forms
7. Sufficient close-out forms for each individual action must be given to the person responsible.
8. These must be filled in by the person responsible who must then send this on to the inspector.
9. Upon receipt of these, the inspector must endorse the completion of each action.