

# FOD Quality System

## Investigating: Adverse Insurance Reports

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Adverse Insurance Reports main menu

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### PURPOSE

1 This procedure implements FOD's policy on handling AIRs sent to HSE by the competent person.

### SCOPE

2 The procedure applies to all AIRs as required by LOLER, PSSR and PUWER where FOD is the enforcing authority.

### POLICY

3 To file AIRs for possible future use by inspectors in future topic campaigns or for WCOs identifying new incumbents.

### TRAINING

4 Line managers must arrange appropriate training, using material maintained by the procedure owner, for the person (s) responsible for handling AIRs. This must include an understanding of the Health and Safety (Enforcing Authorities) Regulations 1998.

### ASSESSMENT OF THE ADVERSE INSPECTION REPORT

5 Check that:

- (1) the equipment is covered by LOLER, PSSR or PUWER;
- (2) the defects are imminently dangerous or further use of the equipment is likely to cause serious personal injury;
- (3) FOD is the relevant enforcing authority.

6 If the report does not meet the definition in 5(1) or (2) it should be destroyed. If FOD is not the EA, the report should be sent to the correct EA with a covering note.

**FILING OF AIR**

7 If the report meets the definition in 5(1), (2) and (3), it should be filed in a separate file (not FOCUS filing) for a minimum period of 14 months.