Royal Mail Group Property & Facilities Week 16th April 2018 - PiC Task List & Guidance

Task	Guide	Links
Task 1: **PiC Roles & Responsibilities**	**All Persons in Control should fully understand their role and responsibilities:** ✓ Read and understand the <u>roles & responsibilities of a Person in Control</u> ✓ Know how to report property faults and incidents via the Property & Facilities Helpdesk (0844 800 9191) ✓ Have a clear understanding of the property related weekly, monthly and annual tasks (e.g. weekly fire alarm tests; daily/weekly visual inspections to make sure all fire exits are clear; annual fire risk assessment reviews)	**Property & Facilities Week Materials** **Work Area Inspections (SHEMS Standard 17.1)** **PiC Handbook**
Task 2: **Compliance Records Database (CRD) and Site Log Book (SLB)**	**Ensure you have access to the Compliance Records Database to check that information about your site is up to date. You must also ensure that you have reviewed your Annual Property Inspection actions!** **Compliance Records Database (CRD):** ✓ Check you have access to the CRD and that your contact details are correct - if not then please email: rmwebsites@ndc-uk.co.uk to gain access. ✓ Familiarise yourself with the CRD contents and where to find information. Once logged-in, user guides can be found under the Help section. ✓ Ensure that documents have not expired and that the latest copies are shown e.g. Fire Evacuation Plan (FEP), Legionella Risk Assessment (LRA). Any concerns over expiry should be raised by emailing: rmwebsites@ndc-uk.co.uk ✓ Review the Annual Property Inspection (API) remedial actions, ensure outstanding actions are progressed and closed out. Any faults which have not already been logged , can be done via the Property & Facilities Helpdesk: (0844 800 9191) **Site Log Book (SLB) – new version for 2018/19:** A new version of the SLB will be launched in 2018/19 – the current version of six volumes is being replaced with one new volume. You will receive your new SLB as part of the Annual Property Inspection – National Design Consultancy will notify you in advance of the visit and when on site the assessor will take the PiC through the new log book and take away the old volumes for archiving.	**CRD access or password issues** **Compliance Records Database**
Task 3: **PiC Training**	All PiCs must ensure that they have completed the PiC e-Learning module on Success Factors within the last 3 years! You can check your learning history on Success Factors. ✓ **If your PiC training is out of date – please complete this before the end of April. Course code 5361.** ✓ **Read the Asbestos Management Refresher Briefing** *(Click Here)* **Available PiC e-learning products:** • Person in Control (Pic) Training (course code 5361) • Asbestos Awareness (course code DM70798882) • Asbestos Duty to Manage (course code 181) • Asbestos Projects (course code 5381) • Fire Safety – a new e-learning product will be launched soon – further details to follow An asbestos awareness film is also available on content on demand.	**PiC Handbook** **Asbestos Handbook** **StayCalm.Online**

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