



**Department of Archaeology and Anthropology**

**Quick Guide to Management and Compliance of Pressure systems**

**What is a pressure system?**

A pressure vessel of rigid construction any associated pipe work and protective devices or the pipe work with its protective devices to which a transportable pressure receptacle is connected.

- Any system containing steam at pressure.
- A gas, or liquid with vapour pressure > 0.5 bar
- The product of the pressure and volume  $\geq$  250 bar litres.

Examples: Autoclaves, compressors, Steam generating coffee machines, air conditioning units / chiller units.

**Responsibility of the Department:**

The Department must appoint a designated person to be responsible for the safe management of all systems.

Designated person currently Maggie Bellatti ([mab26@cam.ac.uk](mailto:mab26@cam.ac.uk)) after 31<sup>st</sup> of December

Jo Osborn ([jo219@cam.ac.uk](mailto:jo219@cam.ac.uk))

The designated person is responsible for:

- Updating the Department register Via the Bureau Veritas Swift data base, ensuring that new equipment is added and that equipment no longer in use is deleted.
- Checking inspection due dates, making sure that the inspection is carried out in accordance with the date stated on the register.
- Liaising with the Universities insurance inspectors from Bureau Veritas, service engineers or Estate Management engineers to ensure that all registered equipment is inspected and serviced.
- Keeping the Written Schemes of Examination and inspection reports safe.
- Ensuring these responsibilities are handed over to a nominated person when leaving the post.

## Procedures:

Anyone in the department who acquires a pressure system or an existing system is relocated, must contact the designated person to ensure that the equipment is added to the register.

A pressure Vessel/System Registration Form should be filled in. Its purpose is to register the equipment with the Insurance Company, to ensure that a Written Scheme of Examination is prepared before it is put into service. Forms can be found at:

<http://www.safety.admin.cam.ac.uk/files/hsd046p.pdf> Appendix A

If the equipment has been installed by EM please decide whether the equipment will be kept within your care and control with regard to arranging for its future insurance inspections or handed over to EM. If it is to be under your control, then please give the form to DSO or the designated person in the department for them to process. If EM is to be responsible then, please give them a copy of this form. But ensure that it is filled in to demonstrate that Estate Management retains responsibility.

Bureau Veritas will pro-actively make contact when your equipment is coming up to its inspection date. They have office based planners who should get in touch to arrange dates, should they fail to do so or you need to make contact, calls should be directed in the first instant to:

Philippa Stephens 01279 634013 or 07968 933101

(Cover for above) Angela Smith 07792304082

For any issues contact the Contract Manager Sarah Swaby 07436588679

## Essential Requirements:

- New equipment must undergo an insurance inspection **BEFORE** it is put into use and thereafter on or before the specified next inspection date.
- If the inspection due date expires the equipment must be taken out of service until it has passed an inspection by the insurers.
- If the equipment fails an inspection it must be taken out of use **IMMEDIATELY** and pass an inspection before it can be reinstated.
- If a system is no longer in use, but is going to be stored for future use then its status must be changed to “suspended” on the register. If the storage is to be long term then it should be removed from the register completely and reinstated if put back into service. Remember this equipment should not be used again until it has been inspected.
- Note it will be necessary to organise a service engineer to be present at all times during the insurance inspections. In the case of new equipment, if it has been issued

with a performance test certificate and a certificate of compliance then for the first inspection an engineer does not have to be present.

For Further information and code of practice go to:

<http://www.safety.admin.cam.ac.uk/publications/hsd046p-pressure-equipment>

<http://www.safety.admin.cam.ac.uk/publications/hsd194p-working-safely-pressure-systems>