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| From :  Project Manager | Date : |
| To : | Project |
| **Appointment**  You are advised that you have been appointed as a Mobile Elevated Working Platforms (MEWPs) Supervisor on the above Project; this appointment satisfies the requirement of the Morgan Sindall MEWP Standard. The duties and competencies are summarised below and are detailed in the Safe Planning and Operation of MEWPS Standard.  **Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Acknowledgement**  **Duties**   * Work with and liaise with the Site MEWP coordinator * For MEWPs under their supervision:- * Supervise the use of the MEWPs and carry out any instructions issued by the site MEWP coordinator. * Established the machine specific MEWP safety documentation pack or receive the pack from the MEWP Coordinator. * Have control of the keys of all MEWPs on site and issues keys and the MEWP safety documentation pack to MEWP operatives * Ensures the MEWP meets the appropriate earthing requirements * Ensures operatives have completed the required training and demonstrates competence through up to date log books and signs off where appropriate * Ensures familiarisation training and the correct handover process is carried out, and operator records and licences are maintained * Take delivery of any MEWP being used by their company, or as instructed by the MEWP coordinator. * Ensure that method statements, risk assessments and other relevant permits and documentation are completed, and that they are given to the site MEWP coordinator for agreement prior to the MEWP starting work. * Ensures that daily checks are carried out and recorded * Has responsibility for making sure that defects with equipment are remedied * Ensures that there are appropriate numbers of nominated persons who have been demonstrated the emergency lowering procedure * Has responsibility for undertaking sensible monitoring, inspections or audits on MEWP activities.   **Competency Requirements**   * Must have satisfactorily completed the nationally recognised IPAF MEWPs for manager course   This must be refreshed every five years.  I have read, understand the responsibilities as noted and am able to undertake the duties placed on me by this appointment.  **Signed**  Copy SHEQ File, Appointee, | |