

Zurich Insurance Inspections of Plant Items: Accessing the Reports

From the 15th June 2015, the way the Zurich inspections of plant items for insurance purposes are communicated to schools is changing.

Plant items are inspected in order to follow PUWER (Provision and Use of Work Equipment Regulations) & LOLER (Lifting Operations & Lifting Equipment Regulations) guidelines

Items inspected would include:

- Boilers
- Low pressure hot water heat exchanger
- Stream Vessels
- Forklifts
- Cranes
- Hoists

At the moment, the Zurich inspections are carried out and any defects or issues are relayed to the school contact on site at the time of inspection. The reports are then returned to Sheffield City Council through the Crimson system. T&FM then check these reports and Compliance Officers re affirm the issues with the school.

Schools will now be able to access these reports on Crimson, removing the need for T&FM to relay to the contacts at the school. The findings will still be discussed on site at the time of the inspection with the ZM engineer, but Compliance Officers will no longer visit school sites with this information.

All schools will receive from Zurich an e-mail with a link to the Crimson website and their school log in details. If you have not received this by the 15th June 2015 then please contact the Transport and Facilities helpdesk on 0114 273 5621 who will be able to request these details for you.

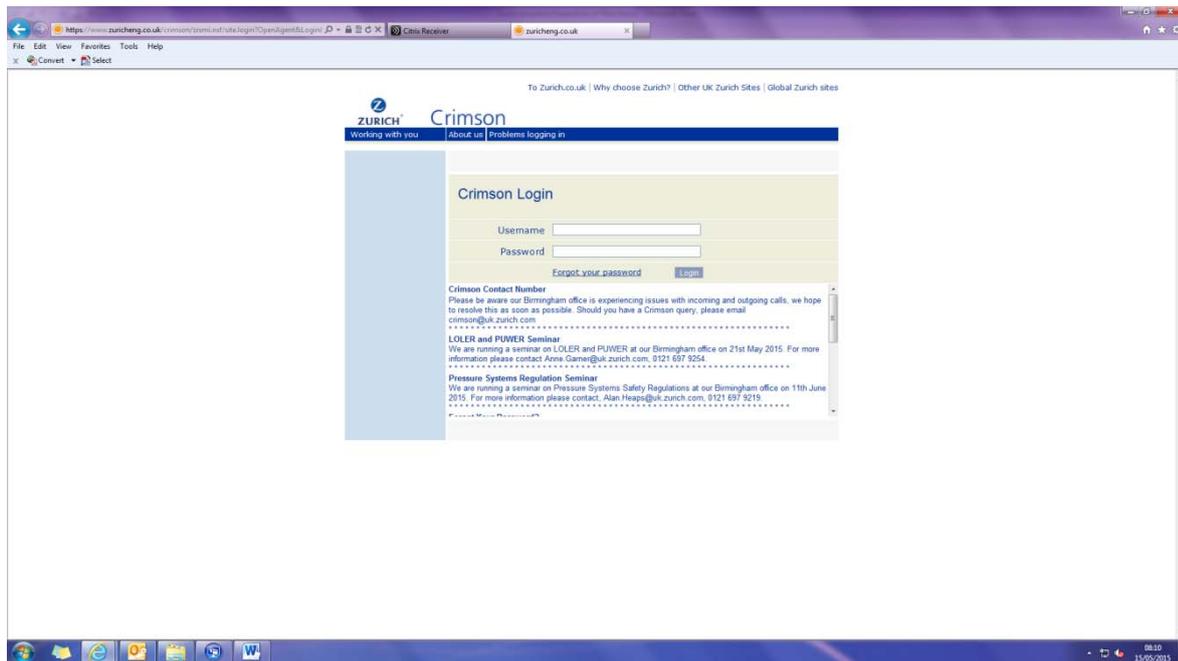
Alternatively, go to the [Crimson](#) webpage. On the login screen there is a link that says *Forgot your password*, click on the link and enter your enquires@ email address, then confirm it and click submit.

You will then receive an email to the enquiries@ email address to reset your password (instant response). Click on the link and then change the password. You will then be asked to wait 1 hour before they can login.



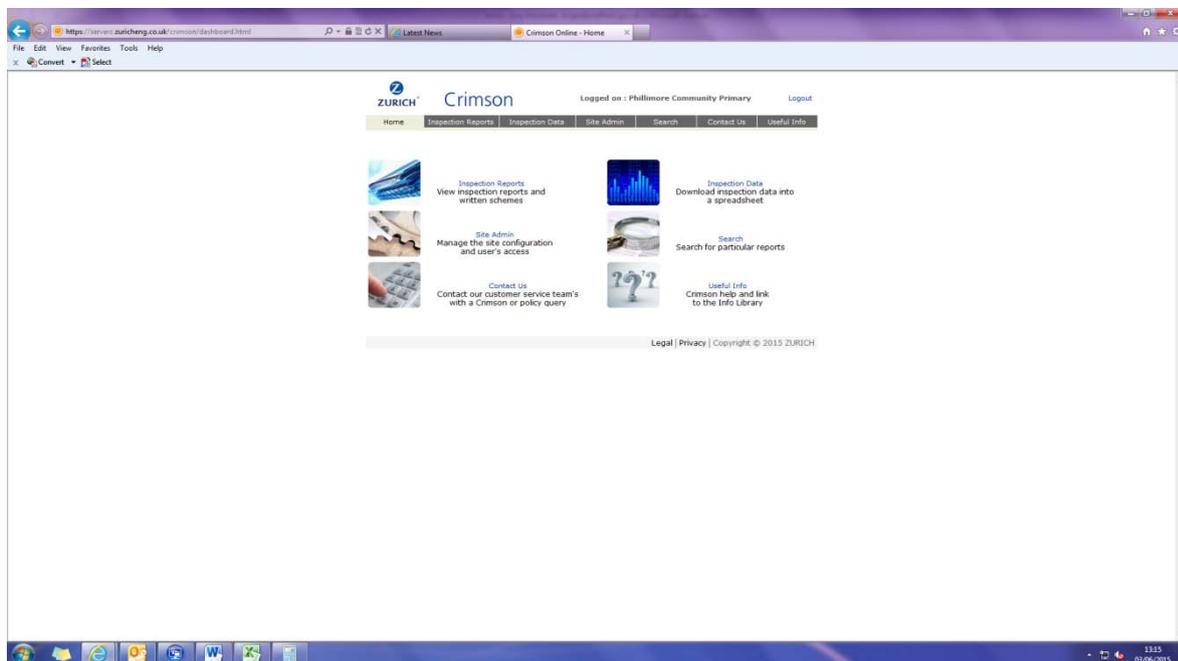
Logging into Crimson

Follow the link provided in your e-mail from Zurich in your internet browser.



Log in using the user name and password that have been provided to you in the e-mail from Zurich. You can change your password after you first log in.

Once logged in, you will get the following screen, click on Inspection Reports



Select the following from the dropdowns that appear:

View: All Schedules by Item Status

Name: Sheffield City Council

Location: Select your school name

Click on Go

The inspections will then display, one inspection per item, click into the envelope to read and print the inspection.

All							Go
Policy No	Schedule No	ES Item No	Standard Description	Inspection Date	Inspection Type	Item Status	Report
QLA03G0380353000	B0008	05	Three off Safety Valve in connection with	12/03/2015	A	Not Available	
QLA03G0380353000	B0008	01	Wall Mounted Fan Assisted Condensing Hot Water Boiler	12/03/2015	T	OK	
QLA03G0380353000	B0008	02	Wall Mounted Fan Assisted	12/03/2015	T	OK	

The item status details the overall findings of the inspection, statuses can be:-

OK

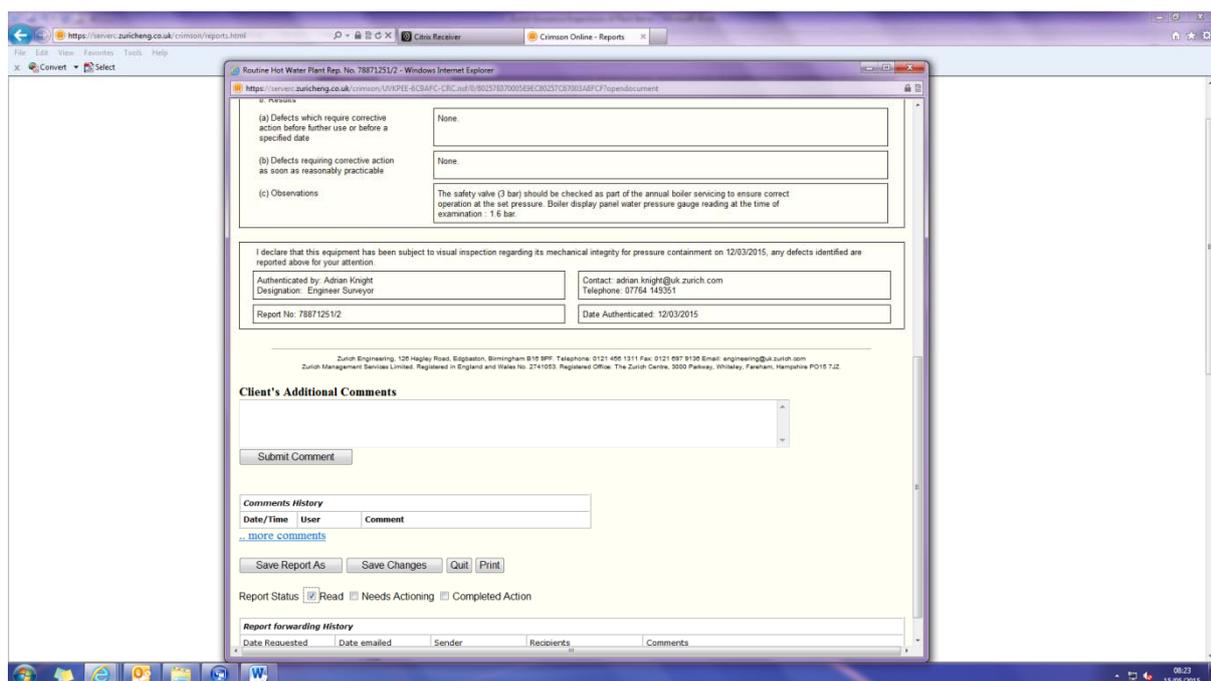
Not Available (item was not available for inspection at time of visit)

Serious Defects (these need immediate action)

Other defects (less serious but usually require planned maintenance)

See Observations

Read all inspections irrespective of the status. Once read, the inspection should be marked as read by ticking the *Status* box on the bottom of the inspection.



If there is a defect or observation on the inspection that needs actioning then the *Needs Actioning* box should be ticked.

Once the Action has been completed, the *Completed Action* box should be ticked to evidence that the work has been carried out.

You will receive e-mail notifications to your school general e-mail address when inspections have been carried out and the reports are in Crimson waiting to be read.

If you have any questions or would like someone to visit you to run through these instructions with you, please do not hesitate to contact us using the details below.

Transport and Facilities Management

Tel: 0114 273 5621

E-mail: pfmcontactcentre@sheffield.gov.uk