

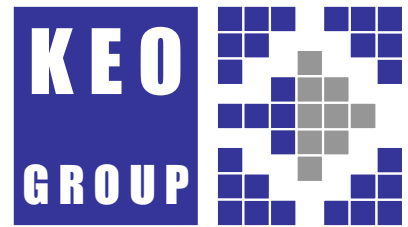
Compliance Solutions For Education & Commercial Buildings ESC-KiT2000X Maintenance Tracking System

KEO GROUP AUSTRALIA

247 Bouverie Street Carlton VIC 3053 Australia

Tel: (03) 9342 2425 Fax: (03) 9342 2463

Email: info@keogroup.com.au



BUILDING ESSENTIAL SAFETY MEASURES

Understanding the complexities building owners and managers face with Essential Safety Measures, KEO Group has developed a state of the art recording system called **ESC-KiT2000X**, a unique system used to bookkeeping and tracking maintenance records. Part of the compliance review management we used ESC-KiT2000X to:

- Establish the Essential Safety Measures present in your building
- Generate compliant inspection schedules
- Prepare a customised Building Compliance Diary or central data
- Specify inspection & testing standards and frequencies
- Ensure that procedures are being done as per contract agreement
- Generate required records and compliance forms (Forms 8, 10 etc)

Maintenance records are the fundamental key to compliance. KEO Group provides you with a complete solution to manage your obligation, ensuring that maintenance is reported automatically and when required.

HOW IT WORKS

All Essential Safety Measures maintenance requires records of testing and rectification works to be kept for compliance purposes. These are usually in form of logbooks in accordance with Australian Standards requirements. To comply we have broken into 5 basic steps:

Step 1 – Data collection, evaluation and input into ESC-KiT reporting system

Step 2 – Customised documentation (include diaries and logbooks)

Step 3 – Collate inspection logbooks (by owners, managers & contractors)

Step 4 – Report defects and Repairs

Step 5 – Compliance audit check and sign-off

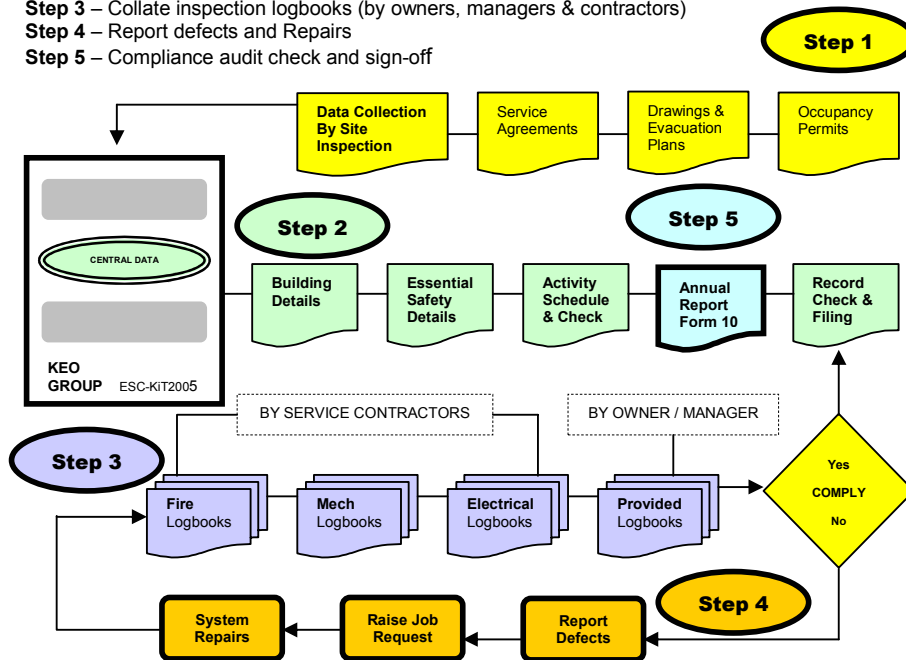


Figure 1.0 Basic Compliance Process

Step 1 Collect essential safety measures data using Data Collection Forms. Data relating to Essential Safety measures present in a building is obtained from drawings, evacuation plans, occupancy permits or determination by site inspection and service agreements.

Step 2 All information available are evaluated to set-up a customized Essential Safety Measures Central Data or usually called the Building Compliance Diary with all sections include: *building information, Essential Safety Measures details, inspection schedule, annual report and inspection records.*

Step 3 All inspection logbooks from service contractors and in-house staff are collected and filed under relevant sections for all disciplinary services.

Step 4 Identify and verify any system defects noted on the inspection logbooks and make repair to Australian Standards.

Step 5 Annual review of all records contained in the diary to confirm the compliance of the maintenance according to the schedule. Once repairs are completed compliance forms can be signed and displayed on site.

Benefits of ensuring that your building is compliant:

We are committed to always provide you with the highest standard of service and the best value for money through the following benefits:

All logbooks are based on Australian standards with practical instructions for easy use

All records are kept and archived in electronic format for backup and security purposes

All data and records are checked, reports on systems defects as priority

Each client will be allocated with an account management system for each building for easy reference

Information in diary can be imported and provided to client direct for up to date progression and work completion

A proven methodology used to reduced management time, complication, paperwork and record keeping

A quality system developed to monitor maintenance performance on regular basis where end result can be achieved

Since there is no change to the testing and maintenance process, compliance management can be easily implemented.

For More Information Contact

KEO GROUP
Building Compliance Team

CALL US ON
1300 76 24 20

Email: info@keogroup.com.au

Or visit our website:

www.keogroup.com.au

Keeping Equipment Operating