

Your COVID-normal business

Operational start-up checklist

COVID-19 restrictions are easing and it's time for your business to develop and implement a start-up plan – a valuable process to identify risks or hazards, whether you've been forced to close or have operated at reduced capacity.

Here's a handy checklist to help ensure your business is ready to go and avoid costly Business Interruption issues.

| Equipment/Resources | Risk | Actions |
|-------------------------------------|---|--|
| Boilers and pressure vessels | <ul style="list-style-type: none"> Fire/explosion damage Business interruption  | <ul style="list-style-type: none"> Regulatory and preventative maintenance checks up to date Boiler OEM/cold start procedures available Water quality within tolerance |
| Computer systems | <ul style="list-style-type: none"> Cyber attack Business interruption  | <ul style="list-style-type: none"> Critical production and admin systems operational and checked for unauthorised access Expired passwords updated UPS and generator operational and serviced |
| Cooling towers | <ul style="list-style-type: none"> Legionella contamination Business interruption  | <ul style="list-style-type: none"> Regulatory and preventative maintenance checks up to date For wet towers, water treatment current and tested for legionella |
| Critical spares | <ul style="list-style-type: none"> Machinery breakdown Business interruption  | <ul style="list-style-type: none"> Any critical spares depleted or in need of maintenance |
| Electricity supply | <ul style="list-style-type: none"> Fire/explosion damage Business interruption  | <ul style="list-style-type: none"> Annual thermographic survey completed HV circuit breakers operated Transformers and HV equipment checked by a licenced electrician |
| Fire services | <ul style="list-style-type: none"> Fire/explosion damage Business interruption  | <ul style="list-style-type: none"> Regulatory and preventative maintenance checks up to date Pumps operated and fuel tanks checked Any open fire protection impairments |
| Gutters and drains | <ul style="list-style-type: none"> Water damage  | <ul style="list-style-type: none"> Gutters and drains clear of debris and free flowing Overhanging trees lopped |

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| Housekeeping | <ul style="list-style-type: none"> Fire damage Business interruption  | <ul style="list-style-type: none"> Building neat and tidy including plant and equipment rooms, chemical stores, concealed spaces above ceilings Yard areas free of debris and gardens trimmed/slashed |
| Key personnel and contractors | <ul style="list-style-type: none"> Machinery breakdown Business interruption  | <ul style="list-style-type: none"> If COVID-19 safe plans have impacted staff availability then review rosters and ensure necessary personnel are available on all shifts. If service contractors have been lost then reassess need and reinstate services. All inductions up to date Public liability insurance up to date Emergency response plans and warden training up to date |
| Mechanical equipment | <ul style="list-style-type: none"> Machinery breakdown Business interruption  | <ul style="list-style-type: none"> Preventative maintenance checks up to date Safety controls and devices operational and tested Check the condition of lubrication or hydraulic oils and replace if needed Roof mounted equipment secure and operational |
| Production scheduling | <ul style="list-style-type: none"> Machinery breakdown Business interruption  | <ul style="list-style-type: none"> Gantt chart available for safe start-up Formal agreement not to operate plant and equipment beyond its design capacity WTW Risk Engineers consulted if new hazardous product lines or storage introduced Maintenance budgets appropriate for operational risk |
| Security | <ul style="list-style-type: none"> Theft  | <ul style="list-style-type: none"> Security systems servicing up to date; gates and fencing, CCTV, lighting, access controls etc New security guards inducted |

Contact

For more information please contact your WTW representative or:

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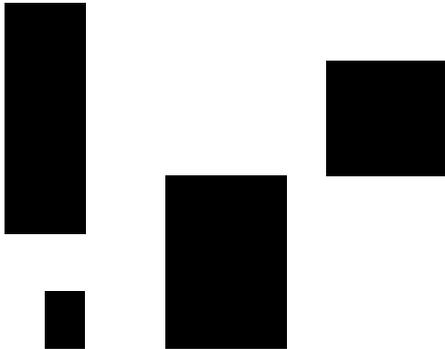
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