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	Asbestos Register	Annual			Kovia Group Ltd	constructed after the year 2000. Therefore no asbestos present																							
	Electrical Installation (EICR) (Electrics Inside The Portacabin)	Annual	14/06/25	14/06/26	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 14.06.2026																			
	Portable Appliance Testing (PAT)	Annual	06/02/23	06/02/24	Saltash Town Council DELIVERY Department	SERVICE				RISK ASSESSMENT 12 Monthly																			
	DEC (Energy Efficiency Certificate)	10 yearly	No Records!	Early 2024	Kovia Group / Elmhurst Energy Systems / HI Devon			Assistant Town Clerk	POA	WORK IN PROGRESS																			
	Water Cooler Sanitising / exchange	quarterly	28/10/23	28/03/24	Thirsty Work					1 unit											✓								
	Intruder Alarm System	Annual	23/01/25	24/01/26	Soverign Fire & Security Ltd					Next Due 24.01.2026																			
	Fire Risk Assessment (FRA)	Annual - Reviewed	No Records	2024 ASAP!	Chubb Or H2H					SDM/ASDM																			
	Fire Fighting Equipment (FFE)	Annual	12/01/24	12/01/25	Chubb Fire & Security Ltd				13/12/24	Certificate Received																			
	Fire Alarm Test	Weekly	01/06/22	08/06/22	Service Delivery Department						7	14	21	28	5	12	19	26	30	9	16	23	30	7	14				
	Legionella (clear pipes / taps)	weekly	01/06/22	08/06/22	Service Delivery Department						7	14	21	28	5	12	19	26	30	9	16	23	30	7	14				
	Legionella Tempertaure Checks/Records	monthly			Service Delivery Department						1				1					2				1					
	Emergency Lighting Weekly Test(s)	Weekly	01/06/23	01/06/24	Service Delivery Department						7	14	21	28	5	12	19	26	30	9	16	23	30	7	14				
	Emergency Lighting Maintenace Visit	12Monthly	05/04/23	05/04/24	Service Delivery Department					Over Due!	5																		
	Waterside Office Welfare Unit (Portacabin Unit)																												
	Electrical Installation (EICR) (Electrics Inside The Portacabin)	Annual	No Records!	08.04.2025	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 28.07.2025																			28
	Welfare Unit Electrical Installation Testing	Annual	18/12/22	18/12/23	Service Delivery Department																								
	DEC (Energy Efficiency Certificate)	10 yearly	No Records!	Early 2024	Kovia Group / Elmhurst Energy Systems / HI Devon			Assistant Town Clerk	POA	WORK IN PROGRESS																			
	Water Cooler Sanitising / exchange	quarterly	26/11/21	26/02/22	Thirsty Work																								
	Portable Appliance Testing (PAT)	annual**	06/03/24	05/03/25	Saltash Town Council (in house)					RA 12Monthly.																			
	Fire Risk Assessment (FRA)	Annual - Reviewed	No Records	2024 ASAP!	Chubb Or H2H					SDM/ASDM																			
	Fire Fighting Equipment (FFE)	Annual	12/01/24	12/01/25	Chubb Fire & Security Ltd				13/12/22	Certificate Received																			
y Lighting To Be	smoke Alarms	weekly			Saltash Town Council DELIVERY Department	SERVICE					7	14	21	28	5	12	19	26	30	9	16	23	30	7	14				
	Legionella Weekly (clear pipes / taps)	weekly			Saltash Town Council DELIVERY Department	SERVICE					7	14	21	28	5	12	19	26	30	9	16	23	30	7	14				
	Legionella Tempertaure Checks/Records	Monthly			Saltash Town Council DELIVERY Department	SERVICE					1				1					2				1					
	Legionella Risk Assesment	Annual	N/A	07/03/24	H2H or Kovia Group					SDM/ASDM																			
	Water Storage Tank Clean	Annual	03/02/23	01/03/24	Saltash Town Council - In House					SDM/ASDM																			
	Jubilee Green Pontoon																												
	Electrical Installation (EICR) Supply Point And Main DB On Site)	Annual	20.04.2024	28.04.2025	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 28.07.2025																			28
	Electrical Bulkhead Safety Inspection(s) Set Timer and Pres RCD Test Button To Ensure Working Correctly.	6 Monthly	02/05/25	01/11/25	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 01.11.2025					2														
	Annual Survey	Annual	10/10/23	10/10/24	Underhill Engineering Ltd																								
	Life Jackets external service	Annual	09/01/25	09/01/26	Survitec (Crewsaver Jackets)					Certificate Received (Next Due 09/01/2026)																			
	Life Jackets external service	Annual	29/01/25	20/02/26	Ocean Safety (Crewsafe Jackets)					Certificate Received (Next Due 29/01/2026)																			

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	Legionella (clear pipes / taps)	weekly			Saltash Town Council (in house)					3	12	19	26	3	10	17	24	31	7	14	21	28	4	12						
	Legionella Tempertaure Checks/Records	Monthly			Saltash Town Council (in house)					3				3					7				4							
	Legionella Risk Assesment	Annual	N/A	ASAPI 2024	H2H or Kovia Group																									
	Public Toilets - Waterside																													
	Asbestos register	Annual / Reviewed	Kovia Group 03/03/2024	Inhouse 03/03/2025	Kovia Group Plymouth Ltd																									
	Electrical installation	5 Yearly	08.04.2022	08.04.2027	TJ Electrical (Approved Contractor)																									
	Portable Appliance Testing (PAT)	Annual	06/02/23	06/02/24	Saltash Town Council DELIVERY Department	SERVICE																								
	Fire Risk Assessment (FRA)	Annual - Reviewed	No Records	2024 ASAP!	Chubb Or H2H																									
	Emergency Lighting	Weekly			Inhouse									3	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
	Emergency Lighting Maintenace Visit	Annual	05/03/23	ASAP! 2025	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A																					
	Legionella (clear pipes / taps)	Weekly			Saltash Town Council (in house)									3	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
	Legionella Tempertaure Checks/Records	Monthly			Saltash Town Council (in house)									3				3					7			4				
	Legionella Risk Assesment	Annual	N/A	ASAP! 2024	H2H or Kovia Group																									
	Saltash Town Council - Fore Street External Electrical Supply Points.																													
	Electrical Supply Point (1) - (EICR)	Electrical Installation	Annual	28/04/25	28/04/26	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A				28																
	Electrical Supply Point (2) - (EICR)	Electrical Installation	Annual	28/04/25	28/07/26	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A				28																
	Electrical Supply Point (3) - (EICR)	Electrical Installation	Annual	28/04/25	28/07/26	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A				28																
	Electrical Supply Point (4) - (EICR)	Electrical Installation	Annual	28/04/25	28/07/26	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A				28																
	Electrical Supply Point (5) - (EICR)	Electrical Installation	Annual	28/04/25	28/07/26	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A				28																
	Electrical Supply Point (6) - (EICR)	Electrical Installation	Annual	28/04/25	28/07/26	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A				28																
	Town Clock annual service	annual	01/09/24	01/09/25	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A																					
	Speaker PA box PAT test	Annual	01/09/24	01/09/25	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A																					
	Speaker System Visual inspection form Ground Level	Monthly	04/07/25	03/08/25	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A					3				3					7			4				
	Town Festoon Lighting Monthly Inspection from Ground Level	Monthly	06/03/24	04/04/24	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A					3	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
	Ashton Way Play Area																													
	Weekly Inspections	Weekly			In House Delivery Department)	(Serve								3	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
	Quaterly Management Inspections	3 Monthly			in house																		7							
	Annual Zurich Inspection	Annual			Zurich Crimson (Insurance Company)																									
	Annual ROSPA Inspection	Annual	14/04/25	14/04/25	ROSPA Ltd			email RoSPA							14															
	Grassmere Way Play Areas																													

	Weekly Inspections	Weekly			In House Delivery Department)	(Serve						3	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
	Quarterly Management Inspections	3 Monthly			in house																7							
	Annual Zurich Inspection	Annual			Zurich Crimson (Insurance Company)																							
	Annual ROSPA Inspection	Annual	14/04/25	14/04/25	ROSPA Ltd			email RoSPA				14																
	Honeysuckle Close Play Areas																											
	Weekly Inspections	Weekly			In House Delivery Department)	(Serve						3	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
	Quarterly Management Inspections	3 Monthly			in house																7							
	Annual Zurich Inspection	Annual			Zurich Crimson (Insurance Company)																							
	Annual ROSPA Inspection	Annual	14/04/25	14/04/25	ROSPA Ltd			email RoSPA				14																
	Churchtown Allotments																											
	Weekly Inspections	Weekly			in house							5	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
	Quarterly Management Inspections	3 Monthly			in house																7							
	Weekly Inspections	Weekly			in house							5	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
	Legionella (clear pipes / taps)	Weekly			Saltash Town Council (in house)							5	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
	Legionella Tempertaure Checks/Records	Monthly			Saltash Town Council (in house)							5				3					7				4			
	Legionella Risk Assesment	Annual	N/A	ASAP! 2024	H2H or Kovia Group																							
	Grenfell Avenue Allotments																											
	Weekly Inspections	weekly			in house							5	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
	Quarterly Management Inspections	3 Monthly			in house																7							
	Weekly Inspections	weekly			in house							5	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
	Legionella (clear pipes / taps)	weekly			Saltash Town Council (in house)							5	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
	Legionella Tempertaure Checks/Records	Monthly			Saltash Town Council (in house)							5				3					7				4			
	Legionella Risk Assesment	Annual	N/A	ASAP! 2024	H2H or Kovia Group																							
	Fairmead Allotments																											
	Weekly Inspections	Weekly			Saltash Town Council (In house)							5	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
	Quarterly Management Inspections	3 Monthly			in house																7							
	Weekly Inspections	Weekly			Saltash Town Council (In house)							5	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
	Legionella (clear pipes / taps)	Weekly			Saltash Town Council (In house)							5	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
	Legionella Tempertaure Checks/Records	Monthly			Saltash Town Council (in house)							5				3					7				4			
	Legionella Risk Assesment	Annual	N/A	ASAP! 2024	H2H or Kovia Group																							
	Road Legal Vehicles & Large Plant Equipment																											
	STC 1. Ford Transit Electric Vehicle, Blue [ WG23 VDL ]																											
	Daily Check	Weekly	06/06/24	06/07/24	In House							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Weekly Check	Weekly	06/03/24	06/10/24	In House							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		



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