

Business:	MIDA Civil Engineering Ltd		ALERT
Title:	1 st Off Manholes	Reference No:	001 - 22
Issued By:	James Brown	Issue Date:	14 th October 2022
Type of Alert:	Quality		
Subject:	Installation of 1 st off manholes		
Operatives Affected:	Roads & Sewers and Plot Gangs		
Details:	1. 1st off manholes to be installed to correct depths and positions for plots 2. 1st off manholes to be put into the correct design, considering orientation of the plot drainage runs 3. Caps to be installed to all laterals at this stage 4. Engineer to look at S104 and private drainage drawings to determine orientation 5. Engineer to look at invert levels to 1st off manholes to see if there is scope to raise levels 6. Manholes to be installed to correct positions i.e. outside footpaths		
Action Required:	To prevent any further occurrences in future the following actions are required: 1. Immediate action – Site Managers to brief all operatives on this alert via DABS briefing, complete the attached TBT sheet and send back to the HSEQT Department 2. Engineer to check depths, positions and orientation 3. Management to carry out spot checks during site visits		
Further Information:	1. Consider service routes when doing 1st off manholes 2. Consider depths of foundations when installing 1st off manholes		
Method for Communication:	1. Briefing by Site Manager and documented on TBT sheet. 2. Alert to be put up in site office		