



SHE007 Reporting and Investigation of Unexpected RF Personal Monitor Alarms by Contractors and Site Sharers

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1 Purpose

This document details the procedure for the reporting of RF alarms on Arqiva controlled sites.

Many unexpected alarms are reported to Arqiva for the following reasons:

- Personal RF monitors are being used too close to metalwork
- Personal RF monitors are being held incorrectly so that the sensor is covered
- An RF hazard has been identified on site that would have been foreseen had a detailed risk assessment been carried out to identify nearby antennas which may be of significant power.

To ensure that Arqiva only investigate alarms that are truly unexpected all RF alarms must be fully investigated by the reporting organisation prior to escalation to Arqiva.

This document applies to Arqiva contractors, site sharers and their contractors.

2 Responsibilities

Reporting Company

- All companies approved for rooftop or structural access on ServiceNow must have an RF policy and provide RF awareness training to their employees. Within their policy and training they must make employees aware of how personal RF monitors can create an alarm and the action to take.
- Any alarms reported must be fully investigated by the company prior to reporting and escalation to Arqiva.
- If the unexpected alarm is coming from a FieldSENSE monitor, the alarm must be verified by a secondary reading from another make of Arqiva accepted personal monitor or survey meter prior to reporting to Arqiva.

Arqiva Site Access Team

- If the Site Access Team receives a report of unexpected alarms, they should request the reporter to complete the attached form.

Arqiva SHE Team

- The Arqiva SHE Team will be responsible for the investigation of all unexpected alarms.

3 General Requirements

If a company accessing Arqiva sites has an alarm on their RF personal monitor an internal investigation must be carried out. Immediate questions to consider are:

- Has the battery been checked?
- Have alarm levels on the unit been set correctly (check during start up sequence)?
- Has climbing access been restricted to the height/area specified on the gateway request?
- Is the RF monitor within 100mm of steel work?
- Is the sensor on the RF Monitor covered when being held?
- If the alarm continues potential causes should be considered by asking the following questions:
- Can the alarm be repeated?
- Is it constant or intermittent?
- If away from the ladder/rest platform are there any antennas nearby?
- If so, are they broadcast?

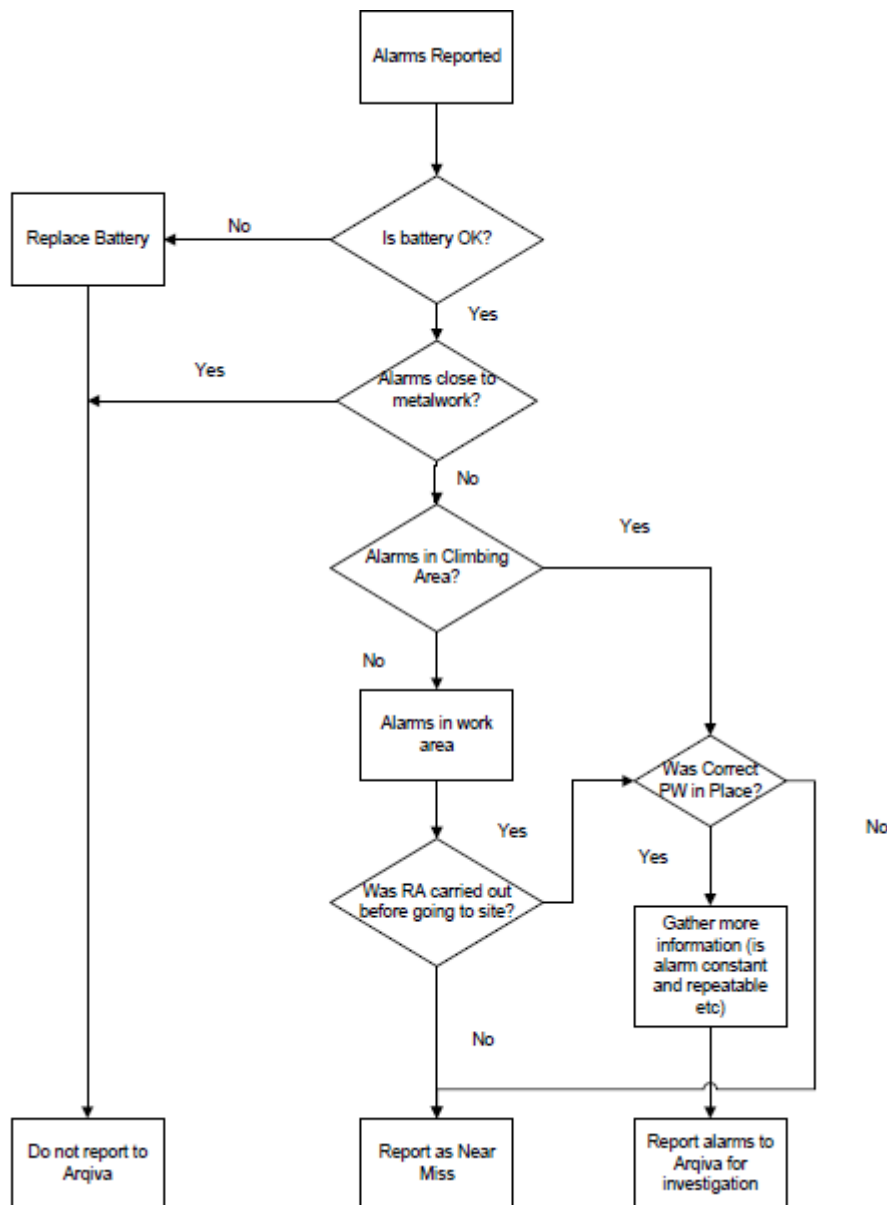
- Was the Antenna Information Report (AIR) consulted during the planning/risk assessment for the work?
- Have planned works to reduce the power or turn off any antennas been deemed necessary, have they been requested and have they been implemented?

If none of the above questions resolve why the alarms are occurring, the attached form must be completed and submitted to Arqiva along with a copy of your investigation by emailing it to RF.SafetyTeam@arqiva.com.

Alarms will not be investigated unless this form has been completed and any immediate obvious causes are ruled out by the reporting company.

Arqiva will investigate the potential causes of the alarms and the reporter will be advised of the outcome and action to take to resume work.

The following flow chart provides a summary of the process:



Reporter Details			
Name			
Company			
Telephone Number		Email Address	
Site Details			
Site Name			
Site Number			
Work Details			
ServiceNow Permit Number			
Description of task being undertaken			
Name and contact details of Arqiva Site Attendee (if applicable)			
Details of Alarms		<i>Please provide as much detail as you can and where possible include photos or video footage that show the location in which the alarms occurred.</i>	
Height			
In Climbing Area (Y/N) <i>The climbing area is defined as: For a mast or tower - Access ladders and rest platforms. For a rooftop - Access ladders and walkways</i>			
Near leg (Y/N Which one)			
Near face (Y/N which one)			
Nearby antenna (provide details, antenna type/height)			
Were alarms constant or intermittent?			
Where was monitor positioned on the body when it alarmed?			
How close were monitors to steelwork when alarming? <i>(If this distance is less than 100mm then this is not considered a true alarm)</i>		What levels were the monitors alarming at?	
Details of monitors <i>(If the unexpected alarm is coming from a FieldSENSE or Radman 2 monitor, the alarm must be verified by a secondary reading from another make of Arqiva accepted personal monitor or survey meter prior to reporting to Arqiva)</i>	How many monitors were alarming?		
	Make and Model of monitors		

	Calibration due dates	
Training Provider <i>(name of company who provided RF training for Riggers who reported alarms)</i>		
Any other information		