

EMIR industry news

Issue 6. July 2005

Welcome!

In this latest edition of the EMIR Industry Newsletter, we have some really special offers for all EMIR users and news of the New Repair Standard and discuss the issue of 'Competence' contributed by Tim Marks of the AEMT.

We hope you all enjoy this newsletter and we look forward to your feedback and participation!
Please pass it round to all EMIR users and anyone who wants to read it!

This newsletter is circulated to over 400 companies in the UK; this is an ideal chance to promote your company, your services and your news across the industry.

Email key docs from EMIR

The huge growth in the use of Email as the chosen method to send documents is now seriously impacting on our industry. Many of the larger companies are now expecting the key documents we need such as Quotes, Purchase Orders, Invoices and Remittance Advices to arrive by email. There is no doubt that sending documents electronically is quicker, reduces the use of paper, envelopes, stamps and the amount of printer toner we get through!

All of this is excellent for the environment and when you add the instant nature of email, combined with Read Receipts [so you know it has got there], then the appeal of email is easy to understand, and it will surely grow further.

Because of this we have devised new functionality that many of our clients are already using. We can turn any of your key documents into PDF versions [read only so they can't be tampered with by your customer!] and send them from EMIR [by attaching to your normal email client such as Outlook, or Outlook Express, etc.]. We can customize the layouts to include you logos, etc. so the resultant document is a glorious full colour version of the form - as if you had printed it on headed paper.

The normal cost for this is £200 per document, but we currently have a special offer price of just £150 per document and this will reduce if you order multiple documents. E.g. you can have 3 done for just £350! So what are you waiting for, help the environment and lower your costs!

New Repair Standard

Those of you who are members of the AEMT, and have attending recent AEMT meetings will know that there is a new European Repair Standard being finalised. The DRAFT IEC 60079-19 is expected to be approved later this year, and outlines the new standard for repairing motors. In particular the changes to reduce the size of the "flame-path gaps" from the previous standard has caused much controversy and debate. The AEMT has taken its full part in this debate and has managed to influence the standard to protect the repair processes used by its members.

Another area of this new standard, outlines the need for a "Report to Users" that is required to inform your customers of the work that has been carried out - to provide sufficient detail to them and in order to provide the necessary traceability and good record-keeping expected.

The draft standard now says:

"At the completion of the work, job reports shall be submitted to the user containing, at least, the following:

- *Details of fault detected*
- *Full details of repair and overhaul*
- *List of replaced or reclaimed parts*
- *Results of all checks and tests (in sufficient detail to be useful if required by the next repairer)*
- *Summary of previous history of the repaired item*
- *Copy of the user contract or order*

The job reports of repairs/overhauls shall be retained for a period of time as agreed with the User. Retained information shall be adequately controlled to ensure correct retrieval."

As keen AEMT associate members, we have followed and participated in the debates regarding the new standard, and we are now creating this "Report to Users" as a new report available directly from EMIR Standard and Professional – our version will also include the EX status of the work, so as to help with the Competence records, as discussed by Tim Marks overleaf.

The new report will be ready in August, but you can currently order this at a special **pre-order price of just £295** – the normal price will be £395 after its release in August – so order now, save yourself some money, and be ready for the new standard when it is released!

Easy v4.0 & WDD v2.0 ready

The latest versions of EMIR Easy and the Winding Details Database are now ready. These new versions are **FREE** to existing EMIR Easy and WDD support contract holders - just contact us and we'll give you the details of how to download the latest versions – you will need a password from us to allow access.

The latest version of EMIR Easy now includes:

- A Purchase Ledger
- Additional Pump Details now stored.
- New “Backup Easy” option.
- Improved Workshop Bible and Delivery Note layouts.

The WDD has been improved as follows:

- Increased field sizes for various data.

Support contracts for Easy and WDD are just £90 per year and include all new versions FOC! Please contact us for more information on how you can get the latest versions now.

The EMIR Family

Most of you will now know that EMIR has 3 levels; Easy, Standard and Professional, but did you know that you could upgrade from one version to the next?

If you are an Easy user, you may want to expand the use of EMIR to cover your stock, purchasing, quoting, finance, and motor management activities. If so, you should consider upgrading to the Standard system. You will be able to keep all of your existing data, but we can add all the new functionality you need, as well as being able to customise the solution exactly for your needs – we do not customise Easy as it is an ‘off the shelf’ application that is limited to 2 users.

Also, as an EMIR Standard user, you may want to consider upgrading to the cutting edge EMIR Professional solution, that has lots of enhanced functionality in all areas of the system. Please ask if you would like to upgrade your system and we'll come and visit to demonstrate the options to you.

AEMT News

“Competence”



There is suddenly a great deal of interest in the word competence. In life we know a competent workman when we see one or employ one, and generally it is gained over years of experience, as such it is a very difficult thing to quantify or measure.

Competence is sometimes in the eye of the beholder, and this is where different levels of competence begin to appear. The driving test tries to establish whether somebody is safe to drive, however when the 18 year-old turns up to take your daughter out, there may be some nagging concerns about his competence, and the insurers will also view anyone under 25 as less competent, and load premiums accordingly.

In the work place you know who is competent at what and will allocate work accordingly to the most experienced person available at the time. Any younger person or workman with less experience will be closely supervised.

When handling Ex Hazardous Area Equipment it is important that you are able to prove that your workforce are competent and back it up with some form of evidence, which could be produced in a court of law if necessary.

The obvious starting point is the certificates of the courses attended and assessed, however this is the 18 year-old driver syndrome. As part of the proof of competence companies should now be looking at logging the Ex jobs carried out by each employee.

All Ex jobs should be filed separately, as they should be kept for a minimum of 10 years. From these records an excel sheet [Ed. Now available in EMIR] or other record should be kept on each employee showing the Date, Job Number, Protection Concept (Exd, Exde, Exe etc.), with a brief description of repair activity. Each work log should be able to be verified by a responsible representative of the company, or even by an external expert in the event of an enquiry. As the employee may need a copy of his log sheet to prove his competency, they should not include the customers name on them.

This will build up into a work log of experience for an employee and will form one of the elements of proving that an employee has the experience, and also forms part of your proof that your technicians are competent to repair hazardous area apparatus.

Kindly written by Tim Marks, AEMT Secretary.