

Guidance for the Management & Use of Stages and related temporary event structures

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Introduction

This industry code of practice has been written for stages and similar structures and their use at events although much of what is written can equally be applied to other ‘temporary demountable structures’ (TDS) as the law, with limited exceptions, does not distinguish between them. These guidelines were developed in consultation between the events industry and the enforcement agencies, trialled during the summer show season of 2014, and timed to coincide with the introduction of The Construction Design & Management (CDM 2015) Regulations 2015.

The legal obligations of staging companies are set out in the Health and Safety at Work etc. Act 1974 and its associated regulations and this guidance seeks neither to replace nor to encompass the full range of obligations for the sector. Special attention should be directed, but not limited, to the Construction Design and Management Regulations 2015, the Work at Height Regulations 2005, Lifting Operations and Lifting Equipment Regulations 1998, and the Management of Health and Safety at Work Regulations 1999. Relevant codes and standards should be adhered to. Advice should be sought from a range of other sources; these include the HSE www.hse.gov.uk; and the EIF Purple Guide and IStructE guidance on procurement, design & use of temporary demountable structures.

Under CDM 2015 it is the Client / Event Organiser’s legal responsibility to ensure that a full & sufficient safety file & safety plan is produced for the event. Responsibility for the monitoring of temporary structures now includes the HSE on all construction & deconstruction phases as well as the local authority under licensing conditions.

The first step should be discussion with the client regarding identification of parties with whom coordination and consultation is required to ensure a constructive and positive approach is in place. It is recommended that the TDS provider keeps records that confirm such contact and liaison has taken place.

The phases of construction are common to all structures but the processes and methods are peculiar to each type of structure much as the location and environment vary from site to site. This guide does not seek to prescribe systems of work but management approaches to ensure work is carried out to meet legal obligations. To assist in the management of the process it has been broken down into four simplified phases as identified below covering from planning to performance and back through deconstruction.



It is important that the process is coordinated and managed. Many events, especially where multiple contractors are on site, may have formal systems and processes in place that assist staging companies in managing and coordinating what is required. This industry code looks to identify the minimum requirements for all projects, regardless of size, required to meet the law in relation, not only to the construction and deconstruction of stages (Phase B), but also the subsequent installation and removal of all imposed loads such as production, set dressing and branding (Phase C) ready for show (Phase D). It must be emphasised that variations to the imposed loads from those agreed must be signed off at the design level.

Responsibility for the integrity of the structure remains with the company who builds it. They have duties in law to ensure it is fit for purpose, that construction and deconstruction are planned and coordinated, and that it is properly maintained during use. They have a duty to ensure all imposed loads, such as production, set dressing and branding do not adversely impact on the integrity of the structure at design level. They also have responsibilities for the health, safety and welfare of their own staff, and that of all other workers involved in the construction area. It is recommended that all completion certifications signed at Phase C (production in) are countersigned by the staging company

It is recommended that records, plans and designs are kept on site, and that sign off records are completed for each phase of construction identified above, and likewise kept on site. Sample completion certificates/hand over documents are included as part of this guidance to ensure each phase of construction is properly managed and coordinated. Final responsibility must remain with the client to ensure that these are maintained and that any subsequent changes are identified and shared with all duty holders.

1 Roles & Responsibilities

CDM defines the roles of key 'Duty Holders' whose responsibilities are outlined by law. These roles may be combined and the duties under more than one heading assumed and carried out by a single person or organisation, but everyone involved in an event supply chain has legal duties and is responsible for informing themselves of those duties and ensuring clarity about who the key Duty Holders are. This is a very brief précis of the key Duty Holder roles and their contributions as defined in CDM, but it, and other relevant regulation, should be consulted for more in depth information.

The Client / Event Organiser:

Holds overall responsibility for managing the project / event and for the appointment of a competent Principal Contractor (PC) & Principal Designer (PD). *NB. The two key roles of PC and PD may sometimes also be carried out by the client.*

Ensuring that:

- **All relevant information is prepared and provided to other duty holders**
- **The PC & PD carry out their duties**
- **Suitable welfare facilities are provided at all times that workers are on site**

The Principal Designer (PD):

Key duties are liaising with the client and other duty holders. This includes being responsible for planning, managing, monitoring & coordinating the health & safety of the project, and for the production of an event safety plan for the purposes of identifying, eliminating or controlling foreseeable risks. *This role may be allocated to or assumed by an individual or organisation, or may be carried out by the client. The duties may also be assumed by a team of people or organisations, which would include anyone providing production design information such as rigging loads etc.*

Ensuring that:

- **Designers carry out their duties**
- **Relevant information is prepared and provided to other duty holders**
- **Liaise with the Principal Contractor (PC), to help in the planning, management, monitoring and coordination of temporary structures, including onsite sign off paperwork as detailed in this guide**

Principal Contractor (PC)

Key duties are liaising with the Client & PD, and preparing the TDS management plan. Responsible for planning, managing, monitoring and coordinating all phases of the build and use of temporary structures on site, and for organising co-operation between contractors and coordinating their work. *This role may be allocated to or assumed by an individual, such as a production manager or an organisation, a production company, or may be carried out by the client.*

Ensuring that:

- **Suitable site inductions are provided**
- **Reasonable steps are taken to prevent unauthorised access**
- **Workers are consulted and engaged in securing their health and safety**
- **Welfare facilities are in place**

Contractors

Key responsibilities are the planning, managing and monitoring of construction and deconstruction of all temporary structures under their control so that it is carried out without risks to health and safety.

Ensuring that:

- **The TDS designer prepares drawings and agrees all weight loadings of proposed temporary structures**
- **Liaising with the PC to coordinate activities with those other contractors**
- **Complying with directions given to them by the PC or PD**

Workers

All those engaged in the construction and deconstruction of temporary structures must:

- **Be consulted about matters which affect their health and safety**
- **Take care of their own health and safety and that of others who may be affected by their actions**
- **Report anything they see which is likely to endanger either their own or others' health and safety**
- **Cooperate with their employer, fellow workers, contractors and other duty holders**

2 Planning and Coordination

- Clear identification of roles and responsibilities needs to be agreed in advance
- Design documentation including drawings, certificates, and calculations of loadings, wind action plans, method statements and risk assessments showing the actual structure planned should be shared. Any subsequent variation to design must be supported by new/amended documentation
- Competency is a key factor when appointing contractors to support the safe management of structures. A procurement process that identifies contractors with appropriate experience, training and resources to support safe delivery is recommended. This extends to stage crew and local crew that may be used to assist in construction/deconstruction. It is the responsibility of the client to appoint competent contractors. It is the responsibility of the contractor to ensure sub-contractors are competent
- Consultation must take place with users of the structure such as production to ensure imposed loads, supported by design drawings and detailed calculations, are identified and agreed in advance so as to ensure the overall integrity of the structure is not compromised
- Details of ground conditions, suitability for the planned loads, and identification of overhead or underground services should also be provided in writing to the TDS contractor. It remains the responsibility of the client, unless specifically identified and agreed in writing, to provide such information
- An agreed programme for exchange of documents, timings of arrival, construction and deconstruction schedule, inspections and sign off should be in place

3 Site Layout

It is the responsibility of the client, and or their appointed PD & PC, to provide and maintain safe working areas, and to provide for the welfare of all contractors they engage.

- Welfare facilities for staff and contractors including toilets, water and some form of shelter must be provided by the client
- The proposed working areas need to be secured from the general public and prepared for the arrival of trucks, use of plant, etc
- Working areas for the stage construction team may require separation from other site activities and workers
- If the site is deemed to be a high-risk area then installation of fencing and management systems to control access are required and security staff may need to be considered. (A construction area may be deemed to be high risk where multiple contractors are on site at the same time and/or members of the public have access to the site)
- If the site is considered to be low risk, temporary barrier or pin and tape may be used. (A construction area may be deemed to be low risk where the area is closed to the public and there are limited contractors on site that do not impinge on each other)

4 Traffic Management Plan

The staging traffic management plan needs to be established within, and as part of, creating a safe working area. This is not just about getting the trucks to site in the right order, but ensuring their unloading is planned and managed to ensure safety. The TM plan may include:-

- Plant movement, loading and unloading trucks and moving equipment to stage, planned to avoid reversing wherever possible but to include a banksman when necessary
- Pedestrian worker access to ensure separation of vehicles and people
- Truck movement and unloading area
- Safe working areas for staff
- Stillage lay down area
- Equipment access route(s) to build location
- Proof of competency to drive plant/equipment

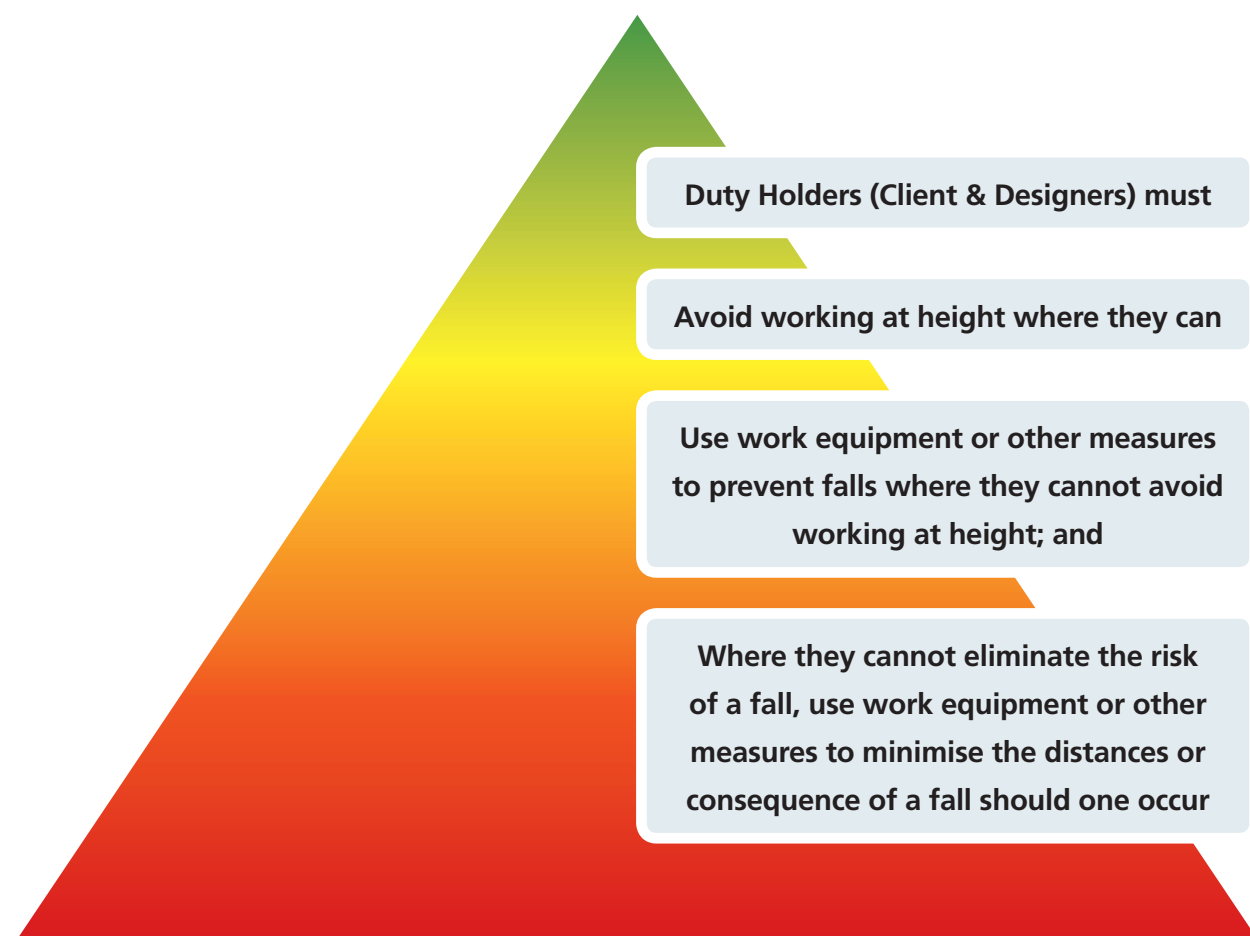
5 Safety Briefing and Tool Box Talk

The aim of this is to ensure that safe working practices are established on site.

- Attendance at a full site safety briefing (which is the responsibility of the client or their nominated PC) is required for every contractor and every project. This briefing must note site-specific hazards that may be present and highlight them for contractors
- Coordination of area overlaps or different contractor's site rules and safe working methods must be considered by the client, or their nominated PD
- Toolbox talks should be carried out for each major activity at the start of each work period by the contractor delivering the structure and include:
 - Discussion of the work required for the day ahead and safety messages from site safety briefing
 - Review and understanding of build method statement and risk assessment and how they apply to the specific task being undertaken in that period, ensuring that all safety regulations such as work at height and proper use of PPE are adhered to
 - Assessment of wind conditions, and its impact on construction and methods of work
- Detailed drawings of the temporary structure/s for that site (see 1 Planning and Coordination above) must be available onsite prior to commencement and throughout the project

6 Sub-structure Layout & Free Standing Scaffold Structures

The aim of this section is to identify safe practices around construction of sub-structures involved in the building of many types of stage and construction of free-standing scaffold structures such as FOH towers, spot towers, viewing platforms, etc. The legal requirement is set out in the chart below based on HSE guidance - A Brief Guide to Working at Height Regulations 2005 as amended (www.hse.gov.uk)



- Where possible all low level sub-structures up to 1.75m should be built from the ground with the use of raised step platforms and walk boards across the scaffold structure to aid the construction where necessary. Any construction above 0.6m must be accessed via temporary ladders or stepped access
- In the event of installing equipment above 1.75m, a suitable and sufficient system must be in place which so far as reasonably practicable will prevent falls that may lead to injury. This may include, for example, the use of MEWP, fixed restraint/work positioning restraints, or other suitable means of preventing falls; or, for example, netting systems to minimise consequence if a fall occurs
- Clipping onto an incomplete structure as a means of fall prevention may not provide an adequate means of fall protection. Free climbing on the structure is prohibited at all times and erection must proceed on the basis that access is achieved through the use of temporary boarding that has a minimum width of 0.5m with ladder access, and the installation of hand rails as soon as is reasonably practicable

7 Boarding and Handrail

Workers need to be protected from injury caused by falls from height. To meet this standard, contractors should ensure:

- A safe means of laying the initial boards in order to achieve a safe working platform
- Temporary ladder access should be installed as soon as possible
- For installation of the remainder of the decking system, a suitable & sufficient method must be established of minimising the risk of falls from height, so far as is reasonably practicable, which may include the use of fixed restraint or work positioning restraint, fall prevention netting or other suitable means of preventing falls from height
- Edge protection must be established as the decking proceeds
- On decking of independent structures with a working area above head-height, suitable measures must be installed to prevent equipment falling from the platform. This may consist of raised upstands, toe-boards, solid handrails, fixed sheeting or netting as appropriate.
- Permanent access steps must be installed as soon as possible
- Where reasonably practicable for edges of the decked stage that are not protected by permanent edge protection there needs to be suitable temporary protection of the leading edge. Leading edge protection for workers needs specific consideration and must, so far as is reasonably practicable, be in place for Phase B
- All unprotected leading edges should be marked by a white line at the edge point, and also a visible warning line, such as orange or yellow, 0.6m back from the edge point or other suitable warning system
 - On low level decking, up to 1.75m, a temporary strap line may be installed 1m from the leading edges to act as a proximity warning
 - This may also be used on higher level decking where there is a lower thrust or camera track platform installed in front of the main platform
 - On higher level decking above 1.75m where no intermediate decking is used suitable load bearing edge protection must be in use
- Planning of these systems must account for access for delivery of goods to the platform
- It is understood that certain roof construction sequences and production installations may require the temporary removal of these systems during phases B & C, but they are to be reinstated as soon as is reasonably practicable to regain a safe working area
- It is recommended that the temporary edge protection systems be left in place until all installation operations on the stage are complete, which is phase D
- All access holes left in the deck or platform during the build process must be covered or provided with similar barriers to the front edge type to prevent falls during phases B, C and D

8 Roof Access and High Level Structures

Systems should be designed to eliminate high-level work wherever possible (see 5. Sub structure layout, above). It is recognised that in many stage designs this is not currently possible and therefore engineering solutions and the following guidelines should be considered including:

- Free climbing of the structure and roof is prohibited at all times
- Access equipment must be provided wherever possible
- Twin tail lanyards, fall prevention or fall arrest systems must be used on all climbing operations
- In a work position, a fixed restraint must be used
- A fall prevention or fall arrest system must be in place when accessing and working on stage roofs
- Fall Prevention lines/ barriers should be designed to take associated loads, and that they should be fixed to the structure that is strong enough to take the forces
- Suitable measures should be taken to keep tools safe from falls from height
- In accordance with the industry Access Equipment Regulations it is advised that there should be no climbing of any structure when wind is gusting above speeds of 12 (27mph) metres per second, subject to on site risk assessment

9 Working Ramps & Loading Docks

- All inclined ramps must be covered in a suitable non-slip material to prevent slip & fall injuries
- All loading dock leading edges must have a white line edge marker and a distinctive warning line 0.6m back from the edge point
- All ramp gradients must be suitable not to cause any hazards whilst loading production
- All ramps longer than 8.0m must have a landing stage built into the design (Where practicable).
- All ramps must have adequate handrails, suitable for crew pulling against them whilst moving equipment on wheels

10 Completion of Structure

- The structure should not be classed as complete until all planned imposed loads have been installed and signed off. Sample completion certificates are appended to this Guide
- It is recommended that a completion certificate should now include not only the safe hand-over of the structure as fit for purpose, but also individual production contractor signatures confirming that imposed loads have been installed in a safe manner, and have been installed to agreed designs and weight loadings
- Therefore a completion certificate (Phase B) is required at the end of the initial construction phase to indicate the structure is safe for production contractors to begin installation
- Further completion certificates (Phase C) are required for each load type that has been applied to the structure. These certificates should be signed by both structure and production (i.e. lighting, sound, video, set, etc) representatives
- Only once all certificates are in the possession of the client or nominated representative, will sound-checks, rehearsals or shows be permitted to commence (Phase D)
- It is recognised that in some shows such as festivals there will be multiple artists accessing the stage with varying production, it must be emphasised that any major changes to the imposed loads on the structure must be agreed in advance with the structure designer
- It must be re-emphasised here that final responsibility must remain with the client or their nominated representative to ensure that the above is coordinated and maintained
- Proposed templates for these processes are enclosed

11 Wind Management

This guidance is given not only for the management of stages and similar structures but also to be taken into account as a site-wide guide to wind management for the safety of the public, performers & all other workers at the event. Decisions regarding the safe running of an event need to be taken well in advance of reaching the operational wind loading capacities of the stage itself, specifically it should be noted that other structures may have much lower tolerances.

The wind reference chart below will help to clarify the relationship between various wind measurements and it must be noted that 12 metres per second is a **strong wind** and site conditions may start to become hazardous at this speed. Each site has its own topography and local conditions and response to winds. The wind management plan must therefore be adjusted to include this data.

Wind Reference Chart

Beaufort Scale & Description		Average Speed at 10 metres above ground.	
0	Calm	Metres Per Second	Miles Per Hour
1-3	Light Breeze	0.3 to 5.4 m/s	0.7 to 12.2 Mph
4	Moderate Breeze	5.5 to 7.9 m/s	12.3 to 17.8 Mph
5	Fresh Breeze	8.0 to 10.7 m/s	17.9 to 24.0 Mph
6	Strong Wind	10.8 to 13.8 m/s	24.1 to 31.0 Mph
7	Nr Gale Force	13.9 to 17.1 m/s	31.1 to 38.3 Mph
8	Gale Force	17.2 to 20.7 m/s	38.4 to 46.4 Mph
9	Strong Gale Force	20.8 to 24.4 m/s	46.6 to 54.7 Mph
10	Storm Force	24.5 to 28.4 m/s	54.8 to 63.6 Mph






- Careful consideration must be given to wind management throughout all phases. At the planning stage, Phase A, advice should be given to the event organiser regarding site layout, taking into account stage orientation in relation to topographical location. A full site risk assessment should be done to ensure that factors such as construction on headlands, on the coast or in valleys where wind can funnel are taken into account, and suitable design changes are implemented where necessary
- IStructE guidance regarding temporary structures is that they should be designed to withstand the loads created by wind gusts of 25 metres per second (approximately 55mph). The guidance does however allow for the removal of sheeting. Many structures have a much lower tolerance when fully sheeted and event organisers should be aware of this when constructing wind management plans
- In view of this potential confusion, HSE have strongly recommended that during phases C & D, roof sheets should not be removed should gusting become hazardous, as screens, stage sets, drapes and lighting rigs inside the stage structure, exposed to the wind, become dynamic loads rather than static and themselves put undue strain on the structure. Some stage designs need low level wall sheeting to be removed at certain wind speeds and the requirements for this and the potential issues that may arise need to be clearly documented in advance of the event

				
PLANNING	NORMAL CONDITIONS	ACTION LEVEL 1	ACTION LEVEL 2	ACTION LEVEL 3 STOP!
Site topography & prevailing winds	Monitor Forecast Review	Alert Risk Assess	Enhanced action response plan	May involve event cancellation

The following procedures take into account all of the event production elements rather than just the structure itself.

- An anemometer should be installed as soon as is reasonably practicable and must be constantly monitored when conditions are likely to cause a hazard
- Each structure should have its own specific wind action plan that can be integrated into the overall event safety plan taking into account site specific topography and seasonality. The event safety plan should identify what actions should be taken, when and by whom in relation to each specific structure
- There should be monitoring of weather forecasts for the area at all times from beginning of construction until deconstruction is complete
- During Phases B & C, the use of access equipment or roof climbing must cease if gusting becomes continuous above 12 metres per second (27 MPH) based on industry standard access equipment manufacturers recommended maximum operational wind speed

The following action chart is a guide to operational monitoring throughout the event.

Wind Speed Metres/sec	Monitoring Interval	Action Level	Action
Below 6	8 hourly		Regular Weather Forecast Review.
7 - 11	Hourly		Regular on Site Assessment
12 - 18	30 mins		Prepare to halt erection operations until safe working conditions have resumed. During Phase D (Show) it is likely that Show Stop will occur in this range due to factors other than TDS safety
18 - 22	15 mins		Site safety meeting and risk assessment. Prepare for full site evacuation
Over 22	Constant		Site evacuation procedure to be implemented

At Action Level 1:

When monitoring registers a gust wind speed in excess of 12 metres per second, in conjunction with an increasing general trend of recorded high wind speeds, then subject to risk assessment, all staff involved with the installation/erection of the structure(s) should be put on alert that action may be required to delay the erection process until safe working conditions have returned. This process should be adopted into the overall site wind management plan.

At Action Level 2:

It is recommended as safe practice for a site safety meeting to be convened to assess the overall site conditions when monitoring registers a gust wind speed in excess of 15 metres per second in conjunction with an increasing general trend of recorded high wind speeds. (This can be varied subject to onsite risk assessment.) This should be adopted into the overall event safety plan and preparations should be made regarding show stop procedure and full or partial evacuation of the site should wind speeds increase making site conditions unsafe.

At Action Level 3:

When monitoring registers a gust wind speed in excess of 22 metres per second in conjunction with an increasing general trend of high recorded wind speeds, and determined by risk assessment:

- **Site evacuation may have to be implemented**
- **A safety meeting must be called to identify subsequent action such as the lowering of production**
- **The structure must immediately become a hard hat area for essential personnel only**
- **The stage may be evacuated and a safe perimeter imposed around all temporary structures**
- **Before performances resume, or deconstruction begins, there must be a structural inspection and new sign off.**

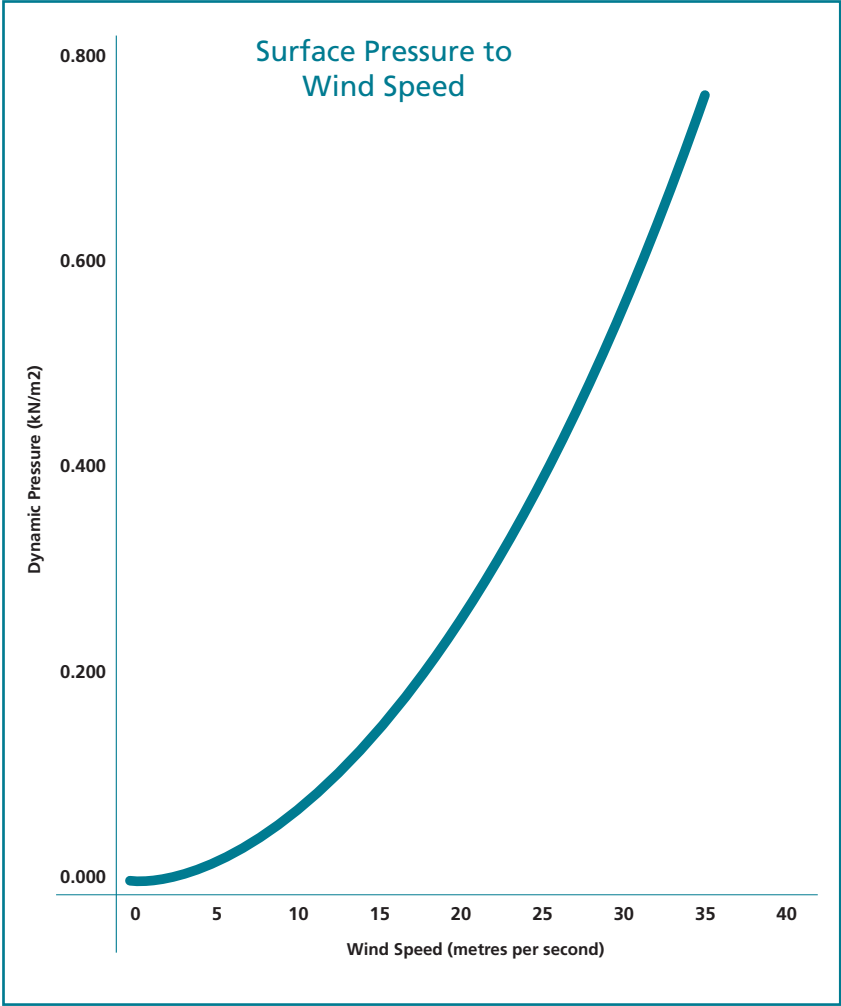
Understanding the effect of wind on structures:

It is important to recognise that it is wind pressure on a structure that poses an issue not merely wind speeds themselves. The relationship between pressure and wind is not linear. The applied pressure is proportional to the square of the wind speed.

For example: An increase in wind speed from 12 metres per second to 17 metres per second will approximately double the pressure on the structure. Between 12 metres per second & 24 metres per second, pressure on the structure approximately quadruples. See table and graph.

Surface Pressure Chart

Wind Speed Metres Per Second	Wind Speed Miles Per Hour	Surface Pressure In kN/m2
12 m/s	26.88 Mph	0.088
13 m/s	29.12 Mph	0.104
14 m/s	31.36 Mph	0.120
15 m/s	33.6 Mph	0.138
16 m/s	35.84 Mph	0.157
17 m/s	38.08 Mph	0.177
18 m/s	40.32 Mph	0.199
19 m/s	42.56 Mph	0.221
20 m/s	44.8 Mph	0.245
21 m/s	47.04 Mph	0.270
22 m/s	49.28 Mph	0.297
23 m/s	51.52 Mph	0.324
24 m/s	53.76 Mph	0.353
25 m/s	56 Mph	0.383



DOCUMENT A: Phase A Planning and Site Preparation Completion Certificate

Event:		Date:	
Venue:		Duration on-site:	
Client:		Address:	

Details of Planning Process:

Action	Completed by:	Comments	Date	Signed
Stage Design Documents provided to Client				
Lighting Imposed Loads and associated design documents shared with Staging Company				
Sound Imposed Loads and associated design documents shared with Staging Company				
AV Imposed Loads and associated design documents shared with Staging Company				
Set Design/other Imposed Loads and associated design documents shared with Staging Company				
Site suitability agreed noting: <ul style="list-style-type: none">• Ground loading• Underground services• Overhead services• Site access				
Site Infrastructure in place <ul style="list-style-type: none">• Trackway if required• Fencing as required• Security if required• Welfare facilities• Toilets in place				

Master of competed document to be retained by client/nominated representative.

Copy of Document to be retained by Staging Company

DOCUMENT B: Phase B Stage Construction

Event:		Date:	
Venue:		Duration on-site:	
Client:		Address:	

The following sections are to be completed by a duly authorised signatory of the staging contractor:

Details of Structure(s):

Structure Type:	Supervised by:
Purpose For Which The Structure(s) intended:	
I hereby certify that the structure(s) are erected correctly in accordance with the design drawings technical specifications and method statements identified in Document A, that all required safety measures are in place and that the structure(s) are fit for purpose as identified above. I further certify that I am an authorised & competent representative of the staging company named below.	
Date:	Sign:
Time:	Print Name & Position

DOCUMENT B (cont):
Details Of Any Approved Variations to Stage Construction from Design Drawings / as specified in Document A.

Identify Any Limitations Of Use in light of approved variation(s)				
I hereby certify that the following modifications have been made to the structure(s) during installation strictly in consultation with the company's design engineers. These modifications have been approved by the design engineers, and the final structure assessed by a competent person onsite. Modifications do not affect the safety of the structure or system or the purpose intended or place limitations or restrictions on its use unless detailed below:				
	Modification	Limitations on use	Date	Authorised by (signature & print)
A			Date: Time:	Sign: Print:
B			Date: Time:	Sign: Print:
C			Date: Time:	Sign: Print:
D			Date: Time:	Sign: Print:
E			Date: Time:	Sign: Print:

Master of competed document to be retained by client/nominated representative.

Copy of Document to be retained by Staging Company

DOCUMENT C: Phase C Production Services (to be completed by each contractor installing imposed loads and countersigned by staging representative)

Event:		Date:	
Venue:		Duration on-site:	
Client:		Address:	

The following sections are to be completed by a duly authorised signatory of the production contractor:

Details of Imposed load on Structure(s) identified in Document A:

Imposed Load Type:	Supervised by:	
Purpose For Which The Imposed Load(s) intended:		
I hereby certify that the imposed loads detailed above have been installed in accordance with approved drawings and weight loadings identified in Document A and that these installations have been assessed onsite by a competent person & do not affect the safety of the structure(s) or system(s) identified in Document B. I further certify that I am an authorised and competent representative of the production company named below.	Date:	Sign:
	Time:	Print Name & Position

DOCUMENT C (cont):
Details Of Any Approved Variations in Imposed Loads from Design Drawings / as specified in Document A.

Identify Any Limitations Of Use in light of approved variation(s)				
<p>I hereby certify that the following modifications have been made to the structure(s) during installation strictly in consultation with the company's design engineers. These modifications have been approved by the design engineers, and the final structure assessed by a competent person onsite. Modifications do not affect the safety of the structure or system or the purpose intended or place limitations or restrictions on its use unless detailed below:</p>				
Modification	Limitations on use	Date	Authorised by (signature & print)	
A		Date: Time:	Sign: Print:	
B		Date: Time:	Sign: Print:	
C		Date: Time:	Sign: Print:	
D		Date: Time:	Sign: Print:	
E		Date: Time:	Sign: Print:	

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