

**Generic (non-exhaustive) checklist for high risk activities
(HALENSAS)**

Construction Operations / Activities	
Site preparation / planning	
1.	Set plumb lines
2.	Install landing sills
3.	Install architraves
4.	Install landing doors
5.	Install guide rail brackets
6.	Install guide rails
7.	Grout architraves
8.	Install electrical conduits, trunking and cables
9.	Assemble car cage and car sling
10.	Assemble counterweight
11.	Install suspension ropes
12.	Lift pit installation
13.	Working on top of car cage
14.	Welding / Hot work
15.	Adjustment and testing
16.	Working adjacent to lift opening without landing door or full height metal barrier
17.	Access from lift lobby onto the top of car cage

Notes:

- (1) The above checklist is for general reference and is by no means exhaustive. Sub-contractor should build up the list as appropriate, assess the risks of site operations/activities and establish appropriate control measures /safe operation procedures.
- (2) ASA should identify high risk operations/activities that are anticipated according to the project nature and progress, prioritize in the audit plan for verification during the safety audit.
- (3) Appropriate control measures/step-by-step safe operation procedures for the listed activities/operations have to be submitted along with site demonstrations for safety audits