

This checklist is intended to provide those with an overall responsibility for, or an interest in, the compliance of anchors for safety critical applications to ensure that all responsibilities called up in BS 8539 have been met. Most of the points listed are vital to the process.

References in Brackets are relevant clauses within BS 8539.

Project _____ Contractor _____

Anchor location _____ Purpose _____

Anchor specified: Make _____ Designation _____

Anchor shown on drawing reference: _____

Forms referred to can be downloaded from the CFA website at:

<http://www.the-cfa.co.uk/publications-and-downloads/cfa-8539-forms/>

Responsible person	Action (references in brackets are BS 8539 clauses)	Action completed?
Designer	Preliminary Design Considerations completed (5.2)	<input type="checkbox"/>
Specifier	Design information assembled (6.2, 6.3) [CFA Form 8539/01 Design information]	<input type="checkbox"/>
	Design information passed to anchor supplier (distributor or manufacturer)	<input type="checkbox"/>
Anchor Supplier	Anchor recommendation made and passed to specifier [CFA Form 8539/02b Anchor Recommendation]	<input type="checkbox"/>
Specifier	Site tests requested to determine allowable resistance if base material is such that no manufacturer's recommended resistance exists (9.2) [CFA Form 8539/04 Test request]	<input type="checkbox"/>
Tester	Tests to determine allowable resistance carried out if req'd (Annex B.2)	<input type="checkbox"/>
	Test results (B.4) passed to specifier (9.5)	<input type="checkbox"/>
Specifier	Anchor selected (5) and specification completed (5.5)	<input type="checkbox"/>
	Anchor specification passed to contractor (6.4) e.g. CFA Form 8539/02a Anchor Specification	<input type="checkbox"/>
	If a change to the specification is requested this carried out to correct procedure (10)	<input type="checkbox"/>
Supplier	Anchor supplied as specified.(4.1)	<input type="checkbox"/>
Contractor	Anchor acquired as specified (4.4)	<input type="checkbox"/>
	Installer(s) trained in the installation of the specified anchor (4.4)	<input type="checkbox"/>
	Installer has correct setting tools as specified by the manufacturer (4.4)	<input type="checkbox"/>
Installer	Anchor installed strictly to manufacturer's inst'n instructions (7.2)	<input type="checkbox"/>
Specifier	Proof tests called for? (9 Commentary, 9.3) [CFA Form 8539/04 Test request]	<input type="checkbox"/>
Tester	Proof Tests carried out - if required (Annex B.3)	<input type="checkbox"/>
	Test results (B.4) passed to specifier (9.5)	<input type="checkbox"/>
Supervisor	Certificate completed that specified anchors have been correctly installed by competent staff in correct locations [CFA Form 8539/03 Installation certificate].	<input type="checkbox"/>

Author's name _____ Company _____ signature _____ date _____