# Explosives management plan (ExMP) – fireworks contractor licence – self-audit template

All licence applications made under regulation 157 (7) of the Dangerous Goods Safety (Explosives) Regulations 2007 (the Regulations) must be accompanied by a written explosives management plan (ExMP) that complies with regulation 161. This self-audit template is designed to be used in conjunction with the *Guide for an explosives management plan for all licence types* to assist applicants with preparing the ExMP and provides a reference point when being assessed or reviewed by the Department.

The Regulations allow for alternative safety measures provided they achieve the level of risk that is equal to or lower than the level of risk achieved by codes of practice and standards. This means that the new measure must be at least as safe as the measure being replaced. Any use of an alternative safety measure must be justified and documented.

An ExMP for the purposes of a fireworks contractor licence must satisfy all the requirements of regulation 161(6) and Schedule 10 clauses 2, 3A, 3 and 4.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Company/operator name** | |  | | | **Dangerous goods security card no. *(if applicable)*** |  |
| **Site address** |  | | | | | |
| **Site location and site reference no. *(if applicable)*** | | | |  | | |
| **Description of storage facility *(if applicable)*** | | |  | | | |

## Details of explosive storage

| **Type of storage**  (portable, relocatable, fixed or permanent magazines, bulk storage) | **Magazine number** | **Hazard class** | **Type of fireworks** | **Quantity** |
| --- | --- | --- | --- | --- |
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## Supporting document (to be attached)

|  |  |  |
| --- | --- | --- |
|  | Explosives management plan (ExMP) to include the following: | |
|  |  | Emergency management plan (EMP) which includes response to explosives fires or incidents |
|  |  | Security risk assessment |
|  |  | Safety risk assessment |

## Licence compliance with codes and standards

|  |  |  |
| --- | --- | --- |
| **Title** | **Complies Y/N** | |
| *Safe use of outdoor fireworks in Western Australia* – code of practice | Yes | No |
| *Safe use of close proximity fireworks in Western Australia* – code of practice | Yes | No |
| Has a compliance check against the relevant code of practice been completed and attached?  (if you answered ‘No’, you are required to conduct a compliance check for the approved code of practice and attach documentation to confirm compliance) | Yes | No |

## Self-audit template

### Section 1 for all licence matters

#### 1.1 General matters – Schedule 10 Clause 2

| **Item no.** | **Legislative reference** | **Requirements and guidance** | **Summary of key points in ExMP** | **Page number in ExMP** | **Complies Y/N**  (office use only) | |
| --- | --- | --- | --- | --- | --- | --- |
| 1.1.1 | Schedule 10 Clause 2(a) | Procedures for reporting incidents to the Chief Dangerous Goods Officer |  |  | Yes | No |
| 1.1.2 | Schedule 10 Clause 2(b) | Measures to ensure employees with access to an explosive are instructed about and comply with the Regulations |  |  | Yes | No |
| 1.1.3 | Schedule 10 Clause 2(c) | Measures to ensure employees with access to an explosive are instructed about and comply with the ExMP |  |  | Yes | No |
| 1.1.4 | Schedule 10 Clause 2(d) | Measures to monitor and ensure compliance with the ExMP |  |  | Yes | No |
| 1.1.5 | Schedule 10 Clause 2(e) (i),(ii) and (iii) | Measures for reviewing and updating the ExMP |  |  | Yes | No |
| 1.1.6 | Schedule 10 Clause 2(f) | Ensure records are kept of measures taken under the ExMP |  |  | Yes | No |

#### 1.2 Emergency management plans – Schedule 10 Clause 3A

| **Item no.** | **Legislative reference** | **Requirements and guidance** | **Summary of key points in EMP** | **Page number in EMP** | **Complies Y/N**  (office use only) | |
| --- | --- | --- | --- | --- | --- | --- |
| 1.2.1 | Schedule 10 Clause 3A | EMP addresses response to and control of a dangerous goods incident or situation |  |  | Yes | No |
| 1.2.2 | Schedule 10 Clause 3A(a) | EMP outlines equipment and facilities available |  |  | Yes | No |
| 1.2.3 | Schedule 10 Clause 3A(b) | EMP outlines evacuation procedures and measures to be taken for sounding alarms and evacuating people |  |  | Yes | No |
| 1.2.4 | Schedule 10 Clause 3A(c) | EMP has procedures in place to investigate the underlying cause when an incident occurs |  |  | Yes | No |
| 1.2.5 | Schedule 10 Clause 3A(d) | EMP shows the delegated roles and responsibilities in an emergency |  |  | Yes | No |
| 1.2.6 | Schedule 10 Clause 3A (e) | Measures are taken to train people to execute the EMP |  |  | Yes | No |
| 1.2.7 | Schedule 10 Clause 3A (f) | List of emergency services and other people given a copy of the EMP |  |  | Yes | No |

#### 1.3 Security matters – Schedule 10 Clause 4

| **Item no.** | **Legislative reference** | **Requirements and guidance** | **Summary of key points in ExMP** | **Page number in ExMP** | **Complies Y/N**  (office use only) | |
| --- | --- | --- | --- | --- | --- | --- |
| 1.3.1 | Schedule 10 Clause 4(2)(a) | Details of the security risk assessment that has been conducted |  |  | Yes | No |
| 1.3.2 | Schedule 10 Clause 4(2)(b) | Measures to ensure the security risk assessment is reviewed regularly |  |  | Yes | No |
| 1.3.3 | Schedule 10 Clause 4(2)(c)(i) and (ii) | Measures to minimise the security risks and keep explosives secure |  |  | Yes | No |
| 1.3.4 | Schedule 10 Clause 4(2)(d) | Measures to ensure that structures and things used to keep explosives secure are inspected regularly and maintained |  |  | Yes | No |
| 1.3.5 | Schedule 10 Clause 4(2)(e) | Measures to control and monitor access to explosives |  |  | Yes | No |
| 1.3.6 | Schedule 10 Clause 4(2)(f) | Measures to prevent unsupervised and unauthorised access and to ensure access is limited to authorised persons only |  |  | Yes | No |
| 1.3.7 | Schedule 10 Clause 4(2)(g) | Measures to ensure unauthorised persons are supervised at all times |  |  | Yes | No |
| 1.3.8 | Schedule 10 Clause 4(2)(h) | Measures to ensure the name and address of every individual who has had access to the explosive is recorded |  |  | Yes | No |

### Section 6 Fireworks contractor licence

#### 6.1 Safety matters – Schedule 10 Clause 3

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item no.** | **Legislative reference** | **Requirements and guidance** | **Summary of key points in ExMP** | **Page number in ExMP** | **Complies Y/N**  (office use only) | |
| 6.1.1 | Schedule 10 Clause 3(a) | Details of the safety risk assessment that has been conducted |  |  | Yes | No |
| 6.1.2 | Schedule 10 Clause 3(b) | Measures to ensure ongoing assessment of risks |  |  | Yes | No |
| 6.1.3 | Schedule 10 Clause 3(c) | Measures to minimise risks |  |  | Yes | No |
| 6.1.4 | Schedule 10 Clause 3(d) | Measures to ensure that structures and things used to minimise risks are inspected and tested regularly and maintained |  |  | Yes | No |
| 6.1.5 | Schedule 10 Clause 3(e) | Measures to ensure any person handling an explosive is competent to do so (i.e. trained and qualified) |  |  | Yes | No |
| 6.1.6 | Schedule 10 Clause 3(f) | Measures to ensure explosives and other non-compatible substances are adequately separated |  |  | Yes | No |

#### 6.2 Measures to ensure safe initiation of fireworks and conduct of the event – regulation 161(6)

| **Item no.** | **Legislative reference** | **Requirements and guidance** | **Summary of key points in ExMP** | **Page number in ExMP** | **Complies Y/N**  (office use only) | |
| --- | --- | --- | --- | --- | --- | --- |
| 6.2.1 | Regulation 161(6)(b)(i) and (ii) | Measures taken by contractor and operator prior to the event to ensure fireworks and initiating equipment function correctly |  |  | Yes | No |
| 6.2.2 | Regulation 161(6)(c)(i) | Procedures for when adverse weather conditions are likely to affect event preparations, the event and fireworks used |  |  | Yes | No |
| 6.2.3 | Regulation 161(6)(c)(ii) | Measures to ensure spectators and unauthorised persons are kept at a safe distance before, during and after the event |  |  | Yes | No |
| 6.2.4 | Regulation 161(6)(c)(iii) | Measures to prevent a misfire occurring |  |  | Yes | No |
| 6.2.5 | Regulation 161(6)(c)(iv) | Procedures for dealing with a misfire if it occurs |  |  | Yes | No |
| 6.2.6 | Regulation 161(6)(c)(v) | Measures for removal and collection of debris and uninitiated fireworks from event area prior to unauthorised entry |  |  | Yes | No |