

SURFACE TRACKLESS MOBILE PLANT HIF AUDIT - 17/06/2003 02:48:52 PM**1. REGISTER**

Point	Standard	Standard Met	Comments
1.1	There is a Register of Mobile Equipment.		
1.2	The Register covers all mobile equipment.		
1.3	The Register is current with up to date recordings.		

2. SELECTION OF EQUIPMENT

Point	Standard	Standard Met	Comments
2.1	A review has been carried out to determine the type of equipment that is required on site.		
2.2	The mobile plant is sourced according to the findings of the review.		
2.3	The mobile plant is used within its design specifications.		
2.4	The suitability of mobile plant used by short term contractors is reviewed by a competent person.		

3. OPERATIONAL DOCUMENTATION

Point	Standard	Standard Met	Comments
3.1	Manufacturers operational manuals are provided for mobile plant.		
3.2	There is a procedure to report operational faults on mobile plant.		
3.3	There is a procedure to identify plant faults which would require the plant to be taken out of service.		
3.4	The procedure provides information and ownership on the rectifying of faults found on mobile plant.		
3.5	The faults are rectified in an acceptable time frame.		
3.6	There is a document to show that pre-start checks are carried out for mobile plant.		

4. OPERATIONAL TRAINING

Point	Standard	Standard Met	Comments
4.1	Vehicle operation training documents are provided for mobile plant.		
4.2	The training documents are reviewed when new equipment is supplied.		
4.3	The training document covers pre-start checks of mobile plant.		
4.4	The training document covers site-limiting conditions.		

4.5	The training document covers emergency driving conditions.		
4.6	The training involves emergency driving conditions.		
4.7	The operators are assessed for competency after training by a designated person.		
4.8	The training records are retained.		
4.9	Only authorised and approved operators are permitted to operate surface trackless mobile plant.		

5. MAINTENANCE

Point	Standard	Standard Met	Comments
5.1	There is a maintenance programme for mobile equipment.		
5.2	The maintenance document is in accordance with the recommendations of the equipment manufacturer.		
5.3	The maintenance document covers all operational functions of the mobile plant.		
5.4	The maintenance document covers all non-operational functions of the mobile plant.		
5.5	The maintenance programme is reviewed when new equipment is brought to site.		
5.6	Replacement parts and components are selected in accordance with the mobile plant manufacturer's specifications.		
5.7	A competent person is appointed to supervise maintenance.		

6. MAINTENANCE OF OPERATIONAL EQUIPMENT

Point	Standard	Standard Met	Comments
6.1	Documents are provided to ensure the integrity of the mobile plant structure.		
6.2	The ROPS where fitted is not damaged.		
6.3	The ROPS repair is required it is carried out in accordance with manufacturer's specifications.		
6.4	Mobile plant brakes are inspected and repaired or replaced in accordance with the manufacturer's recommendations.		
6.5	Mobile plant steering components are inspected and repaired or replaced in accordance with the manufacturer's recommendations.		
6.6	Mobile plant emergency operational equipment is checked and recorded.		
6.7	Mobile plant lighting is inspected and repaired or replaced when found defective.		
6.8	Mobile Plant audible and visual warning devices are fitted and maintained.		
6.9	Mobile plant seats are suitable for the operational conditions.		

6.10	Mobile plant is provided with seat belts.		
6.11	Mobile plant wheels and rims are regularly maintained.		
6.12	Mobile plant tyres are regularly inspected and maintained.		

7. MAINTENANCE OF ANCILLIARY EQUIPMENT

Point	Standard	Standard Met	Comments
7.1	Mobile plant windscreens and other glass panels are not cracked or broken.		
7.2	The mobile plant has a fire extinguisher fitted.		
7.3	The fire extinguisher on the mobile plant has maintenance checks.		
7.4	The access to the operating cabin from the ground on mobile plant is free of hazards and is maintained.		
7.5	Radio communication is provided for use in the mobile plant.		
7.6	The radio communication system is maintained.		
7.7	There is a system in place should the radio communication system fail.		
7.8	Outriggers where fitted are maintained.		
7.9	Warning decals are legible.		
7.10	All controls are labelled.		

8. MAINTENANCE FACILITIES

Point	Standard	Standard Met	Comments
8.1	There is a facility available for the maintenance of mobile plant.		
8.2	Mobile plant maintenance equipment is selected and compatible with the equipment being serviced.		
8.3	Mobile plant maintenance equipment is maintained.		
8.4	There is an area suitable for the jacking and support of mobile plant.		
8.5	There is an area available for the washing down of mobile plant.		
8.6	The wash down equipment has been reviewed to ensure associated hazards have been addressed.		
8.7	The persons who use the wash down equipment have been trained.		
8.8	There is an area for mobile plant refuelling		
8.9	The refuelling area has protection for fuel spills.		
8.10	Fire extinguishing equipment is available at refuel area.		

9. RETRIEVAL OF MOBILE EQUIPMENT DUE TO BREAKDOWN

Point	Standard	Standard Met	Comments
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9.1	A procedure is available for the retrieval of mobile plant due to breakdown.		
9.2	The procedure has addressed the possible risks.		
9.3	The equipment used for the retrieval process has been designed and selected for that purpose.		
9.4	Persons are trained in the retrieval methods.		