



Guide for an explosives management plan

For all licence types

In accordance with the Dangerous Goods Safety
(Explosives) Regulations 2007

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Introduction

These guidelines have been prepared to assist industry in the preparation of an Explosives Management Plan (EMP) and in particular the use of the template prepared for that purpose. The use of the template is **NOT mandatory** however its use will ensure consistency in its application and streamline the review process. The EMP is reviewed by Resources Safety as part of the licensing process for a Licence to Manufacture Explosives, Licence to Manufacture Explosives for a mobile processing unit (MPU), Licence to Store Explosives, Licence to Transport Explosives and Licence for a Fireworks Contractor.

Regulation 157(7) of the *Dangerous Goods Safety (Explosives) Regulations 2007* requires an EMP to be prepared (in accordance with Regulation 161) in addition to the application form and any supporting documentation requested in that form. Where the Chief Officer (CO) is not satisfied that the EMP is adequate the CO can ask for the EMP to be amended and resubmitted by virtue of Regulation 162(1)(d).

The EMP must demonstrate that the risks have been adequately assessed in relation to safety, security and emergency response matters and provide assurance that the measures in place to minimise those risks are adequate.

Where an individual or company has prepared a generic EMP this will be satisfactory provided that the EMP is revised to take account of environmental factors and circumstances to which the site and licence relates.

How to complete the template?

The template is designed to cover the different licence types that require an EMP.

Section A is to be completed for all licence types. Where an element is not relevant “**NA**” (Not applicable) should be put in that field to demonstrate that the item has been considered rather than left blank.

Section B must be completed for a Licence to Manufacture Explosives (fixed plant)

Section C must be completed for a Licence to Manufacture Explosives (mobile processing unit)

Section D must be completed for a Licence to Store Explosives

Section E must be completed for a Licence to Transport Explosives

Section F must be completed for a Licence for a Fireworks Contractor

Guidance is provided on the types of documents, procedures or actions that when implemented would be deemed suitable in addressing the requirement. Reference to such information in most instances will be adequate however if the CO, or a dangerous goods officer, require further evidence a request may be made for verification of the measures in place.

In this template, reference to risk assessment means the conduct of a hazard identification process for the safe storage, handling and transport of explosives appropriate for the intended licence of operation and the identification of controls to minimise or eliminate the risks identified.

Authorised persons

Throughout this template reference to an “authorised person” means a person being the holder of an appropriate licence or permit for the operation or circumstances to which the licence relates.

Assessment by Resources Safety

For Resources Safety to assess/review an EMP there must be sufficient information to ensure that each item has been considered and that actions or procedures are implemented to address the risks posed. It will not be necessary to provide copies of such procedures however these may be requested at a later date for validation or when Resources Safety staff audit the site or operation. This guideline document will assist the applicant to determine the level of information required.

Section A: To be completed for all licence types

Name of licence holder		Indicate the name of the licence holder to which this EMP relates
Details of the individual nominated responsible for the safety and security of explosives for the licence to which this EMP relates (Regulation 157(5)(b))		Name: Position held: Phone: Email:
Address		Postal address of the individual / company (not a Box number)
General matters (referenced by Regulations 161(2)(b), 161(3), 161(4)(b), 161(5)(a), 161(6)(a))		
1.	How is the facility or operation to which the licence relates prepared to deal with any dangerous goods incident, or any dangerous situation, involving an explosive that might occur? Schedule 10, Clause 2(a)	<p>Schedule 10, Clause 2(a) requires that an emergency management plan is prepared for the facility and/or operation to which the licence relates. The emergency management plan is to address the matters (as listed here) to be described in the rows following in this table.</p> <p>Emergency management plan to address:</p> <ul style="list-style-type: none"> • the equipment and facilities that will be available; • the procedures that will be followed and the measures that will be taken, including matters such as sounding alarms and evacuating people; • the measures that will be taken to investigate why the incident or situation occurred; • the individuals who will be responsible for implementing the emergency management plan; • the measures that will be taken to train people to execute the emergency management plan; • which emergency services and other people will be given a copy of the emergency management plan; <p>It is sufficient in addressing this requirement as part of an EMP that a brief overview of the emergency management plan is provided however should the CO wish to review a copy of the emergency management plan and any of the supporting documentation this may need to be provided to satisfy the CO that it supports the requirements of the EMP.</p>
2.	How does the emergency management plan include equipment and the facilities available and demonstrate how they are to be utilised in the event of a dangerous goods incident, or dangerous situation, involving an explosive? Schedule 10, Clause 2(a)(i)	<p>Equipment and facilities available at the time of a dangerous goods incident or dangerous situation involving an explosive can affect the ability to respond promptly and minimise damage or potential for loss of life.</p> <p>Things to consider:</p> <ul style="list-style-type: none"> • The equipment and facilities that are available at the site or for the operation • The maintenance schedule and contracts to ensure equipment is maintained to be in working order at the time of an incident • Training provided to employees in the use of equipment or facilities • Checks conducted on facilities to ensure they are operational at the time of an incident • Drills and exercises conducted in the use of equipment and facilities to be prepared should a situation occur

3.	<p>What procedures will be followed and measures will be taken in a dangerous goods incident, or dangerous situation, involving an explosive?</p> <p>Schedule 10, Clause 2(a)(ii)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Emergency management plan available and drills conducted to familiarise staff and emergency services with actions • Notification to FESA and where necessary Resources Safety • Training and fire equipment • Notification to neighbours and actions to be taken • Procedures prepared and communicated in the event of an emergency • FESA involvement • Reports and investigation conducted by the company and resulting actions • First aid • Fight or flight policy for fires
4.	<p>How will an incident or dangerous situation involving an explosive be investigated to determine why it occurred?</p> <p>Schedule 10, Clause 2(a)(iii)</p>	<p>Understanding why an incident occurred can provide an opportunity for improvement or change of practice which could either eliminate or minimise the likelihood of another occurrence.</p> <p>Things to consider:</p> <ul style="list-style-type: none"> • Persons responsible for the investigation and whether conducted in-house or independently • How the investigation is reported and follow-up actions • Tools utilised to conduct the investigation • Recording of incidents and actions taken • Procedures for investigation and reporting of incidents • Data collection on incidents or near misses
5.	<p>Which individuals and positions will be responsible for the implementation of the emergency management plan and how is it addressed in the plan?</p> <p>Schedule 10, Clause 2(a)(iv)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Key people and positions are identified to implement the emergency management plan • Training is provided for persons in the conduct of response procedures in the emergency management plan • Staff induction to include emergency management • In-house or external training in emergency response procedures for emergency management • Conduct of scenarios and drills to train people in emergency response procedures
6.	<p>How prepared is the facility and personnel to take action to respond to an explosives incident?</p> <p>Schedule 10, Clause 2(a)(v)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • An emergency management plan has been prepared and regular drills are conducted • Training in emergency response and appropriate use of Personal Protective Equipment (PPE) is provided and PPE issued • Identified key emergency response scenarios and actions to take • Fire and non-fire situations and notification of neighbours • Level of response appropriate to site operations and location, environmental considerations • Inclusion of emergency response procedures in the staff induction process • Evacuation plan and muster points identified and communicated
7.	<p>Which emergency response services and other people will be given a copy of the emergency management plan?</p> <p>Schedule 10, Clause 2(a)(vi)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Emergency services such as Fire and Emergency Services (FESA), Police and other responders that may be included in the emergency management plan or consulted in its development should have access to the latest version of the plan. • Neighbours or persons/companies that could be affected should an incident or dangerous situation occur should be provided with a copy.

8.	<p>How (and in what format) are incidents reported to the Chief Officer (CO) in a timely manner?</p> <p>Schedule 10, Clause 2(b)</p>	<p>Regulation 44(2) details incidents that need to be reported to the CO. See Resources Safety Internet site for an incident form. It is sufficient if the applicant has procedures in place to ensure reportable incidents are notified to the CO.</p> <p>A company investigation and report is to be submitted to the CO within 21 days. The applicant should advise whether procedures, persons responsible in certain positions and access to the Resources Safety Internet provide for the completion of the incident reporting form.</p> <p>Information to be considered for confirmation in your submission:</p> <ul style="list-style-type: none"> • Internet form accessed, completed and submitted • Chain of command in the company to report incidents and action taken • Confirmation received from Resources Safety that the form has been received • Police reporting
9.	<p>How are people, with access to explosives, instructed about the explosives regulations and how does the company ensure they comply with the regulations?</p> <p>Schedule 10, Clause 2(c)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Training provided to cover competency in handling explosives and knowledge of the regulatory requirements • Shotfirer training where necessary • Knowledge about the company's products and their chemical properties • Staff induction • Security cards • Supervision where unauthorised • Use of DoCEP website
10.	<p>How are people, with access to explosives, instructed about this EMP and how does the company ensure they comply with the requirements set out in this EMP?</p> <p>Schedule 10, Clause 2(d)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Staff assist in the development and review of the EMP • Refresher training • Induction training • Staff reviews • Structured training program or matrix for staff
11.	<p>How is the compliance with this EMP going to be monitored and what actions are to be taken to ensure compliance with this EMP?</p> <p>Schedule 10, Clause 2(e)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Senior management sign-off the EMP • Internal audit • Responsibility for, person responsible • Independent reviews/audits and reporting • Scenarios conducted to check adequacy of the EMP

12.	<p>How and when will this EMP be reviewed for its effectiveness? How will revision take place if identified as needed?</p> <p>Schedule 10, Clause 2(f)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Review date set • Corrective action reports (CARs) procedure and forms • Communication of CARs and actions taken • Person responsible • Senior management sign-off for any updates and communication to all staff
13.	<p>How are records to be maintained for changes to this EMP?</p> <p>Schedule 10, Clause 2(g)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Records maintained • Documented changes to an EMP, version numbers, advice to Resources Safety • Security cards register, incident register, any other security, safety and emergency response matters that should be recorded • Audits recorded, CARs and resulting actions recorded

Security matters (referenced by Regulations 161(2)(b), 161(3), 161(4)(b), 161(5)(a), 161(6)(a))		
14.	<p>Has an assessment of risks (of sabotage, theft or unexplained loss of, or access by unauthorised persons to explosives) been conducted and how was it conducted?</p> <p>Schedule 10, Clause 4(2)(a)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • The process conducted in accordance with AS NZS 4360-2004 and that it is logical and appropriate to the type of explosives operation, location, and numbers of people involved • What key outcomes were identified from the risk assessment? • Has a rigorous review been conducted? • Names and positions of people involved in the process • Stock control (to determine unexplained loss) • Internal and external risks
15.	<p>How will an assessment of the risks (of sabotage, theft, unexplained loss of, or access by unauthorised persons) be ongoing?</p> <p>Schedule 10, Clause 4(2)(b)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Changes to the site – prompts for revised risk assessment • Audit periodically to prompt any revision of the risk assessment and measures in place • Training of staff in hazard identification • Health and safety person • Reporting mechanisms in the identification of risks and how they are reviewed and measures put in place • Review of authorised personnel with up to date security clearances • Stock reconciliation
16.	<p>What has been put in place to minimise the risks (of sabotage, theft, unexplained loss of, or access by unauthorised persons) and to keep explosives secure?</p> <p>Schedule 10, Clause 4(2)(c)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • From the key outcomes in Item 9 what measures have been taken to address them? • Are the measures adequate? • Are the measures cost effective? • Have any alternatives been identified? • What security measures are in place?
17.	<p>What action is taken to ensure structures and things used to keep explosives secure are inspected regularly and maintained?</p> <p>Schedule 10, Clause 4(2)(d)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Maintenance and inspection schedules • Contracts for security equipment maintenance such as cameras, fences, alarms etc • Tag access for personnel and records maintained • Security patrols/company employed for security • Adequate security for magazine keys • Magazine to meet AS2187.1 and vehicles to meet AEC
18.	<p>What is in place to control and monitor people's access to explosives?</p> <p>Schedule 10, Clause 4(2)(e)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Records of entry • Card access • CCTV security • Keys issued and procedures for use • Procedures for entry and access to explosives

19.	<p>How are individuals not authorised to do so, prevented from having unsupervised access to explosives?</p> <p>Schedule 10, Clause 4(2)(f)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Training and procedures • How access is limited to authorised persons? • Card access for authorised persons only • Key control • Records of access • Procedures to keep explosives supervised and secure once removed from a magazine
20.	<p>How are individuals, not authorised to do so, supervised when they have access to explosives?</p> <p>Schedule 10, Clause 4(2)(g)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Procedures and training in access to explosives • Induction information on access to explosives • Access by card or other means • Control of supervised areas
21.	<p>How are records kept of the name and address of every individual who has supervised or unsupervised access to explosives?</p> <p>Schedule 10, Clause 4(2)(h)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Records – register of persons who have access to explosives • Address details of each person who has access to explosives • Maintenance of records • Procedures to cover access to explosives and how records are made and maintained • Induction information

PLEASE NOTE:

1. Under regulation 162(1)(d), the CO may request an applicant amend and resubmit an EMP that is inadequate.
2. An applicant who does not obey this request within 21 days after the date on which it is made (or any longer period permitted by the CO) is to be taken to have withdrawn the application and is entitled to a refund of the fee.
3. The CO may require an applicant to verify any information requested by means of a statutory declaration.

Section B: Licence to manufacture explosives (Fixed)

Section A to be completed to cover Regulation 161(2)(b), addressing Schedule 10 Clauses 2 and 4		
Location and layout of the facility		
22.	<p>Address of site.</p> <p>Reg 161(2)(a)</p>	Provision of sufficient detail to identify the location of the facility in particular in relation to where the manufacturing plant is to be located with street numbers and, where appropriate Lot numbers, and the street name
23.	<p>Site plan.</p> <p>Reg 161(2)(a)</p>	Provision of a legible site plan (or maps) with sufficient detail identifying the layout of the facility showing the vicinity surrounding the facility in particular sensitive use areas like schools, hospitals, environmentally sensitive areas etc
Safety matters (referenced by Regulation 161(2)(b), Schedule 10 Clause 3))		
24.	<p>How have risks from the explosives proposed to be manufactured (and stored) under the licence in relation to people, property and the environment assessed?</p> <p>Schedule 10, Clause 3(a)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Risk assessment conducted, process adopted logical and thorough, key outcomes from the risk assessment • People involved in the risk assessment • Thought processes/ risk methodology • Use of qualitative risk matrices • Properties of the explosives well understood and appropriate actions to take, storage requirements, handling requirements • Key outcomes from the risk assessment
25.	<p>How will the assessment of the risks (to people, property and the environment) continue to be assessed?</p> <p>Schedule 10, Clause 3(b)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Changes to manufacture process – prompts for revised risk assessment • Starting products supply – where change occurs • Changes to product manufactured – check on properties, handling and storage techniques • Training of personnel • Audit periodically to prompt a revised risk assessment • Training of staff in hazard identification • Health and safety person identified and trained • Reporting mechanisms
26.	<p>What actions have been taken to minimise those risks (to people, property and the environment)?</p> <p>Schedule 10, Clause 3(c)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Procedures and work instructions to prevent or mitigate risks identified • High temperature and high pressure gauges, cut-offs etc to address the key outcomes identified in item 17 • Technological measures – to hold product on-site, no run-off, automatic shut downs • Use of control hierarchies
27.	<p>How are structures and things used to minimise those risks inspected and tested regularly and maintained?</p> <p>Schedule 10, Clause 3(d)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Maintenance schedules, contracts, visual inspections, QA of products manufactured etc • Regular audits • Maintenance of mounds or other structures, testing of materials to ensure degradation or deterioration not occurring • Housekeeping of high standard and maintained for manufacture • Adherence to quantity limitations during manufacture

28.	<p>What actions are taken to ensure that any person handling any explosive possessed under the licence is competent to do so?</p> <p>Schedule 10, Clause 3(e)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Training and qualifications • Licensing for explosives use and handling • On-going training • Induction procedures • Audits conducted to check competencies and compliance with procedures • Mentoring system
29.	<p>How are explosives or articles that are not compatible with one another kept adequately separated?</p> <p>Schedule 10, Clause 3(f)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Storage conditions, separate magazines • Training and competencies of staff to ensure can identify incompatibles and separate accordingly • Procedures in accordance with AS2187 requirements • Proper labelling • Housekeeping
<p>General provisions about explosives – already covered in Section A of this document</p>		
<p>Possession of explosives – already covered in Section A of this document</p>		
<p>Records of manufacture, access and supply</p>		
30.	<p>How are records of manufactured product received at or despatched from reconciled?</p> <p>Reg 161(2)(c)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Records maintained, electronic or other • Persons responsible for product despatch • Procedures • Sales or supply book entries maintained
31.	<p>What checks or actions are in place to ensure explosives is supplied only to authorised persons?</p> <p>Reg 161(2)(d)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • How does the company address this? Are regular checks conducted? • Company policy for supply • Who is responsible for assuring only authorised persons are supplied? • Are copies of security checks, licences etc kept for reference?
32.	<p>How are records kept detailing to whom explosives are supplied and their authority to possess explosives, as well as the details of the explosive(s)?</p> <p>Reg 161(2)(e)(i) and (ii)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • How is the information captured? Electronic records set up with all information? • Procedures for record keeping • Persons responsible for maintaining the information • Sale or supply book entries maintained

33.	<p>How would an unlawful entry or attempted unlawful entry to the site, or theft or unexplained loss of explosive be investigated and reported to the CO?</p> <p>Reg 161(2)(f)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Procedures to cover reportable situations. Forms to be completed. • Conduct of an investigation to report to the CO • Access to DOCEP's website for the incident reporting form to be completed and submitted • Person responsible for communication to DOCEP • How would the unlawful entry or attempted unlawful entry be discovered in the first place? • Reporting chain of command
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Section C: Licence to manufacture explosives for MPU

Section A to be completed to cover Regulation 161(3), addressing Schedule 10 Clauses 2 and 4		
Measures during transport to prevent unauthorised access (referenced in Regulation 161(3) referring to Regulation 161(5))		
34.	<p>How are the products being transported on, and manufactured by, the MPU at loading and unloading kept secure?</p> <p>Reg 161 (5)(b)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Regular loading and unloading points • Security at the loading and unloading points in terms of access and prevention of entry where not authorised personnel • Procedures during loading and unloading
35.	<p>How is the location of explosives monitored during transport?</p> <p>Reg 161(5)(c)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • How the company keeps track of the MPU vehicles • Communication with the driver, frequency and whether procedure for contact or GPS in place on vehicle • Procedures for transport • Route planning • Training of drivers
36.	<p>How is an unlawful entry to, or use of, a vehicle investigated and reported to the CO?</p> <p>Reg 161(5)(d)(i)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Procedures and forms accessed to report and investigate • Persons responsible • Chain of command for reporting • Investigation training and procedures • Investigation team or person responsible to arrange • Police reporting
37.	<p>How is any theft, attempted theft, or unexplained loss of any explosive while it is being transported reported to the CO?</p> <p>Reg 161(5)(d)(ii)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Procedures and forms accessed to report and investigate • Persons responsible • Chain of command for reporting • Investigation training and procedures • Investigation team or person responsible to arrange • Police reporting
38.	<p>What details are recorded about an explosive at the beginning and the end of the journey?</p> <p>Reg 161(5)(e)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Shipping documentation in place – electronic and hardcopy • How reconciled during journey – use at sites • Procedures • Training of drivers/ MPU operators

39.	<p>What checks are in place to ensure that no explosive is consigned for transport by or to a person unless the person is an authorised person?</p> <p>Reg 161(5)(f)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • How checks conducted? • List of authorised personnel • Procedures to cover situation • Driver licensing • Subcontractor policy
40.	<p>How are records kept of details of consignors and consignees and their authority to possess the explosive and details of the explosives supplied?</p> <p>Reg 161(5)(g)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • How records maintained and updated? • Information that is recorded such as contact details, address, contact persons and whether security checks in place, list of explosives supplied and quantities and dates of supply • Procedures • Signed despatch and delivery dockets

Section D: Licence to store explosives

Section A to be completed to cover Regulation 161(4)(b), addressing Schedule 10 Clauses 2 and 4		
Location details of the place to which the licence will relate		
41.	Address of site. Reg 161(4)(a)	Where the storage location is to be located with street numbers and where appropriate Lot numbers and street name and if on a minesite further details on the name of the minesite and location in relation to nearest townsite or main thoroughfare.
42.	Site plan. Reg 161(4)(a)	<p>Location of the magazines as well as registration numbers of the magazines. Confirmation that the magazines are separated in accordance with AS2187. Where the storage is on a minesite, details of the whereabouts on the minesite the magazines are located.</p> <p>Sensitive land use areas such as accommodation blocks, schools, environmentally sensitive areas should be specified.</p>
Records of explosives received at, or despatched from the site		
43.	How are records kept detailing explosives received at or despatched from the site, and reconciled against explosives stored at the site? Reg 161(4)(c)	Things to consider: <ul style="list-style-type: none"> • How records are maintained and updated? Electronic and /or hardcopy? • Persons responsible • Procedures • Signed despatch and delivery dockets • Regular stock reconciliation
Authorised persons for access to explosives		
44.	How are checks conducted to ensure no explosives are supplied to unauthorised persons? Reg 161(4)(d)	Things to consider: <ul style="list-style-type: none"> • How checks are maintained of authorised personnel? • List of authorised personnel • Procedure for checking authorised personnel • Person responsible for conduct of checks • Sales or supply book entries maintained
Records for access to explosives		
45.	How are records kept of persons to whom explosives are supplied, their authority under the regulations to possess the explosives and details of explosives supplied? Reg 161(4)(e)	Things to consider: <ul style="list-style-type: none"> • Procedure for checks of authorised persons • How records are maintained? • List of authorised persons for supply and details of explosives • Person responsible for checks and maintaining a register • Sales or supply book entries are maintained

Investigation and report to CO of unlawful entry or attempted unlawful entry, theft, unexplained loss		
46.	What actions are taken to ensure any unlawful entry or attempted unlawful entry to the site, any theft or attempted theft or unexplained loss is investigated and reported to the CO? Reg 161(4)(f)	Things to consider: <ul style="list-style-type: none"> • Procedures and forms accessed to investigate and report to the CO • Persons responsible • Chain of command for reporting • Investigation training and procedures • Investigation team or person responsible to arrange • Police reporting

Section E: Licence to transport explosives

Section A to be completed to cover Regulation 161(5)(a), addressing Schedule 10 Clauses 2 and 4		
Measures during transport to prevent unauthorised access		
47.	<p>What actions are taken to ensure loading and unloading at a place is secure?</p> <p>Reg 161 (5)(b)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Regular loading and unloading points • Security at the loading and unloading points in terms of access and prevention of entry where not authorised personnel • Procedures during loading and unloading
48.	<p>How is the location of explosives location monitored during transport?</p> <p>Reg 161(5)(c)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • How does the company keep track of the vehicles? • Communication with the driver, frequency and whether procedure for contact or GPS in place on vehicle • Procedures for transport • Pre-planned route • Training of drivers
49.	<p>What actions are taken to ensure unlawful entry or use of vehicle is investigated and reported to the CO?</p> <p>Reg 161(5)(d)(i)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Procedures and forms accessed to investigate and report to the CO • Persons responsible • Chain of command for reporting • Training • Investigation team or person responsible to arrange • Police reporting
50.	<p>What actions are taken to ensure any theft, attempted theft or unexplained loss of any explosive while being transported is investigated and reported to the CO?</p> <p>Reg 161(5)(d)(ii)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Procedures and forms accessed to investigate and report to the CO • Persons responsible • Chain of command for reporting • Training • Investigation team or person responsible to arrange • Police reporting
51.	<p>How details of any explosives transported are recorded to ensure that the required details are recorded at the beginning and the end of the journey?</p> <p>Reg 161(5)(e)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Shipping documentation in place – electronic and hardcopy • How records are reconciled during the journey? i.e. how records are updated at each site? • Procedures • Training of drivers • Signed despatch and delivery dockets

52.	<p>How are checks conducted to ensure that no explosive is consigned for transport by or to a person unless the person is an authorised person?</p> <p>Reg 161(5)(f)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • How checks are conducted? • List of authorised personnel • Procedures to cover the situation • Company policy
53.	<p>How will records be maintained to ensure details of consignors and consignees and their authority to possess the explosive and details of the explosive supplied is kept?</p> <p>Reg 161(5)(g)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • How records are maintained and updated? • Information that is recorded such as contact details, address, contact persons and whether security checks in place, list of explosives supplied and quantities and dates of supply • Procedures • Signed despatch and delivery dockets

Section F: Licence for fireworks contractor

Section A to be completed to cover Regulation 161(6)(a), addressing Schedule 10 Clauses 2 and 4		
Safety matters (referenced in Regulation 161(6)(a))		
54.	<p>Has an assessment of the risks in relation to any explosive possessed under the licence in relation to people, property or the environment been conducted? What were the risks identified?</p> <p>Schedule 10, Clause 3(a)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • How the risk assessment is conducted? • People and positions involved in a risk assessment process • Methodology adopted • Key outcomes from a risk assessment • Knowledge of fireworks, their testing, and results to ensure the performance of the fireworks is consistent • Knowledge of testing procedures, competency of operators • Crowd control and access to firing point, storage of fireworks • Program of events and considerations for set up and timing of events • Internal and external risks • Weather e.g. lightning and other conditions
55.	<p>How will the risks in relation to the licence (in relation to people, property and the environment) continue to be assessed?</p> <p>Schedule 10, Clause 3(b)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Procedures for continual assessment • Random testing or knowledge from literature/ experience with certain fireworks and procedures for firing • Site knowledge for the display • Storage of the fireworks • Operating procedures reviewed • Incident feedback
56.	<p>What actions will or have been taken to minimise those risks (to people, property and the environment)?</p> <p>Schedule 10, Clause 3(c)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Training • Testing of fireworks and procedures for testing • Crowd control and security patrols • Actions to address outcomes from risk assessment • Control hierarchy to eliminate or minimise risk
57.	<p>What actions are taken to ensure that structures and things used to minimise the risks (to people, property and the environment) inspected and tested regularly and maintained?</p> <p>Schedule 10, Clause 3(d)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Regular testing and maintenance • Contracts for testing of equipment • Visual inspections and records of • Ground level audits

<p>58.</p>	<p>How is the fireworks contractor assured that any person handling any explosive possessed under the licence is competent to do so?</p> <p>Schedule 10, Clause 3(e)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Competency and qualifications of the operator • Experience appropriate to the type of event • Licence appropriate to the type of event • Checks on licences and experience • Register of licensed operators and maintenance of the register • Mentoring • Manufacturer's instructions communicated and followed
<p>59.</p>	<p>What actions are taken to ensure that explosives or articles or substances that are not compatible with one another are kept adequately separated?</p> <p>Schedule 10, Clause 3(f)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Storage procedures • Management of the incompatibles prior to an event, especially during transit • Storage in accordance with AS2187 • Separate magazines for incompatibles with adequate separation • Standard operating procedures

Measures to ensure safe initiation of fireworks and conduct of the event		
60.	<p>What actions do the contractor and operator take prior to the event, to ensure the fireworks and the equipment used to initiate the fireworks will function appropriately at the event?</p> <p>Reg 161(6)(b)(i) and (ii)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Knowledge of the fireworks • Reliability of supplier of fireworks • Mandatory prior testing of new fireworks • Appropriate initiation systems used
61.	<p>What procedures are followed if the weather conditions are likely to adversely affect preparations for the event, the event itself or any firework to be used at the event?</p> <p>Reg 161(6)(c)(i)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Procedures for set-up, conduct and after display • Crowd control • Security patrols • Access by authorised personnel only • Competency of operator and others involved in the event • Emergency services on stand-by • Media involvement • Event postponement or cancellation
62.	<p>What actions are taken to ensure spectators at the event and any person not authorised to use fireworks at the event are kept a safe distance from the fireworks before, during and after the event?</p> <p>Reg 161(6)(c)(ii)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Procedures for set-up, conduct and after display • Crowd control • Security patrols • Access by authorised personnel only
63.	<p>How are misfires of a firework prevented?</p> <p>Reg 161(6)(c)(iii)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Prior testing of fireworks • Reliability of supplier of fireworks • Procedures for firing • Equipment used for firing • Competency of firework operator
64.	<p>How will a misfire of a firework be determined and what procedures will be followed if a misfire does occur?</p> <p>Reg 161(6)(c)(iv)</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Investigation methods for identifying misfires • Procedures to be followed in the event of a misfire • Training and competency of firework operator

65.	How will uninitiated fireworks and any debris from initiated fireworks be removed from the area before any person who is not an authorised person enters the area? Reg 161(6)(c)(v)	Things to consider: <ul style="list-style-type: none">• Procedures to be conducted to handle uninitiated fireworks• Storage or destruction of fireworks not used or initiated in the display• Clean-up procedures for a fireworks display and disposal of debris• Control of the area to authorised personnel only until the all-clear is given
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