



Injury, and sometimes death, from the use of plant machinery are unfortunately still too common. In most cases, they are also avoidable. As technology improves and our use for plant machinery increases, the Construction Industry finds itself up against more and more safety issues. This intensifies the need for the industry to establish a range of safety guidelines and procedures that we can all follow to reduce risks and ensure that we are doing the job safely.

This guide is designed to be used as a practical on-thejob tool. It outlines the safety documentation required for all plant, including visual inspection checklists, certificates of competency and other material required to ensure the safe use of each type of machinery.

The content of this book is designed as a guideline only and is derived from the *OH&S Act 2004**. The safety of workers is a right, not a privilege. If you think that a safety issue exists in your workplace, then it probably does. **Contact your OHS Rep or the CFMEU immediately.**

Yours in unity

John Setka Secretary CFMEU Construction & General Division Victoria



* Please note: As of 1 January 2012, the *OH&S Act 2004* will be replaced by the *Work Health and Safety Act*. This may affect information contained in this book.

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Skid-Steer Loader

MAKE:	
MODEL:	
SERIAL NUMBER:	
REGISTRATION:	



Documentation Checklist

1)	Operator's manual	
2)	Logbook	
3)	Maintenance (refer to operator's manual for service intervals)	
4)	Risk assessment/Hazard checklist	
5)	Current Road Registration (if being driven on public roads)	
6)	Lifting point certification (if item is to be lifted)	
7)	Operator training/competency: TAFE assessment, Civil Contractors Federation assessment or Private Assessor Assessment endorsed by National Standard – 'LS'	

Visual Inspection Checklist

1)	Compliance/ID plates fitted to machine	
2)	Reverse beeper working	
3)	Flashing light working	
4)	Fire extinguisher fitted	
5)	Lifting point decals fitted (if applicable)	
6)	Tyres properly inflated and in good condition	
7)	Roll Over Protection System (ROPS)/protective structure fitted	
8)	Operator restraint fitted – either seatbelt or locking-bar	
9)	All controls clearly labelled, marked and operating, including lights, horn, brakes etc	
10)	Safe working loads (SWL) clearly marked	
11)	No obvious signs of oil leaks to any components	
12)	All hot surfaces guarded (engine and exhaust)	
13)	Inspect attachment points, connecting rods and safety pins for obvious damage, cracking, distortion or excessive wear	



Documentation Checklist

1)	Operator's manual			
2)	Logbook	\bigcirc		
3)	Maintenance (refer to operator's manual for service intervals)			
4)	Risk assessment/Hazard checklist	\Box		
5)	Current Road Registration (if being driven on public roads)			
6)	Load charts (if using for lifting)	\Box		
7)	Certification of quick-hitch attachments/lifting points (if applicable)			
8)	Operator training/competency: TAFE assessment, Civil Contractors Federation assessment or Private Assessor Assessment endorsed by National Standard – 'LB'			
Visu	Visual Inspection Checklist			
1)	Compliance/ID plates fitted to machine	\Box		

 Reverse beeper worki 					
		بمراء اسميده	h	Devenee	0
	na	WORKIN	neener	Reverse	<u></u>

3) Flashing light working

4) Fire extinguisher fitted

5) Load charts fitted in cabin (if using for lifting)

6) Tyres properly inflated and in good condition

7) Roll Over Protection System (ROPS)/protective structure fitted

8) Seatbelt fitted9) All controls clearly labelled, marked and operating, including lights, horn, brakes etc

10) Safe working loads (SWL) clearly marked

11) No obvious signs of oil leaks to any components

12) All hot surfaces guarded (engine and exhaust)

13) Inspect attachment points, connecting rods and safety pins for obvious damage, cracking, distortion or excessive wear

14) Inspect rear stabilisers/outriggers for damage, cracking, distortion or excessive wear

NOTE

Excavator



Documentation Checklist

1)	Operator's manual	
2)	Logbook	
3)	Maintenance (refer to operator's manual for service intervals)	
4)	Risk assessment/Hazard checklist	
5)	Load charts (if using for lifting)	
6)	Certification of quick-hitch attachments/lifting points (if applicable)	
7)	Operator training/competency: TAFE assessment, Civil Contractors Federation assessment or Private Assessor Assessment endorsed by National Standard – 'LE'	

Visual Inspection Checklist

1)	Compliance/ID plates fitted to machine	
2)	Motion beeper working	\Box
3)	Flashing light working	
4)	Fire extinguisher fitted	\bigcirc
5)	Load charts fitted in cabin (if using for lifting)	
6)	Tracks in good condition – no obvious sign of damage to treads and sprockets	
7)	Roll Over Protection System (ROPS)/protective structure fitted	
8)	Seatbelt fitted	\bigcirc
9)	All controls clearly labelled, marked and operating, including lights, horn, brakes etc	
10)	Safe working loads (SWL) clearly marked	\Box
11)	No obvious signs of oil leaks to any components	
12)	All hot surfaces guarded (engine and exhaust)	\bigcirc
13)	Inspect attachment points, quick-hitch attachments, connecting rods and safety pins for obvious damage, cracking, distortion or excessive wear	



Front-End Loader

MAKE:	
MODEL:	
SERIAL NUMBER:	The second se
REGISTRATION:	

Documentation Checklist

1)	Operator's manual	\bigcirc
2)	Logbook	\bigcirc
3)	Maintenance (refer to operator's manual for service intervals)	
4)	Risk assessment/Hazard checklist	\bigcirc
5)	Current Road Registration (if being driven on public roads)	
6)	Operator training/competency: TAFE assessment, Civil Contractors Federation assessment or Private Assessor Assessment endorsed by National Standard – 'LL'	\bigcirc
Visua	al Inspection Checklist	
1)	Compliance/ID plates fitted to machine	\bigcirc
2)	Reverse beeper working	
3)	Flashing light working	\bigcirc
4)	Fire extinguisher fitted	
5)	Load charts fitted in cabin (if using for lifting)	\bigcirc
6)	Tyres properly inflated and in good condition OR tracks in good condition	
7)	Roll Over Protection System (ROPS)/protective structure fitted	\bigcirc
8)	Seatbelt fitted	\Box
9)	All controls clearly labelled, marked and operating, including lights, horn, brakes etc	
10)	Safe working loads (SWL) clearly marked	
11)	No obvious signs of oil leaks to any components	\Box
12)	All hot surfaces guarded (engine and exhaust)	
13)	Inspect attachment points, connecting rods and safety pins for obvious damage, cracking, distortion or excessive wear	
14)	Check for warning signs (crush hazard) adjacent pivot points on articulated loaders	\bigcirc

Single-Drum Roller

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Smooth Drum Pad Foot

MAKE:	
MODEL:	
SERIAL NUMBER:	
REGISTRATION:	

Documentation Checklist

1)	Operator's manual	
2)	Logbook	
3)	Maintenance (refer to operator's manual for service intervals)	
4)	Risk assessment/Hazard checklist	
5)	Current Road Registration (if being driven on public roads)	
6)	Operator training/competency: TAFE assessment, Civil Contractors Federation assessment or Private Assessor Assessment endorsed by National Standard – 'RS'	

Visual Inspection Checklist

1)	Compliance/ID plates fitted to machine	\bigcirc
2)	Reverse beeper working	\Box
3)	Flashing light working	\bigcirc
4)	Fire extinguisher fitted	\Box
5)	Roll Over Protection System (ROPS)/protective structure fitted	\bigcirc
6)	Seatbelt fitted	\Box
7)	Safe work limits (ratio of gradients) clearly marked in cabin	\bigcirc
8)	Tyres properly inflated and in good condition	\bigcirc
9)	All controls clearly labelled, marked and operating, including lights, horn, brakes etc	\bigcirc
10)	No obvious signs of oil leaks to any components	\bigcirc
11)	All hot surfaces guarded (engine and exhaust)	\bigcirc
12)	Inspect attachment points, connecting rods and safety pins for obvious damage, cracking, distortion or excessive wear	\bigcirc
13)	Check for warning signs (crush hazard) adjacent pivot points on articulated rollers	\bigcirc



Documentation Checklist

1)	Operator's manual	
2)	Logbook	\Box
3)	Maintenance (refer to operator's manual for service intervals)	
4)	Risk assessment/Hazard checklist	\Box
5)	Current Road Registration (if being driven on public roads)	
6)	Operator training/competency: TAFE assessment, Civil Contractors Federation assessment or Private Assessor Assessment endorsed by National Standard – 'GS'	
Visua	al Inspection Checklist	
1)	Compliance/ID plates fitted to machine	\Box
2)	Reverse beeper working	
3)	Flashing light working	\bigcirc
4)	Fire extinguisher fitted	
5)	Roll Over Protection System (ROPS)/protective structure fitted	
6)	Seatbelt fitted	
7)	Safe work limits (ratio of gradients) clearly marked in cabin	
8)	Tyres properly inflated and in good condition	
9)	All controls clearly labelled, marked and operating, including lights, horn, brakes etc	
10)	No obvious signs of oil leaks to any components	
11)	All hot surfaces guarded (engine and exhaust)	
12)	Inspect attachment points, connecting rods and safety pins for obvious damage, cracking, distortion or excessive wear	
13)	Check for warning signs (crushing hazard) adjacent blade	



Pre-Start Inspection Checklist SCISSOR LIFT

Electric, Petrol, All-Terrain, Slab models

MAKE:	
MODEL:	
SERIAL NUMBER:	
REGISTRATION:	



Documentation Checklist

1)	Operator's manual	
2)	Logbook	
3)	Maintenance (refer to operator's manual for service intervals)	
4)	Risk assessment/Hazard checklist	
5)	Lifting point/tie-down point certification	
6)	Ten-year certification (major inspection if applicable)	
7)	Proof of operator training/competency	

Visual Inspection Checklist

1)	Compliance/ID plates fitted to machine (ten-year stamp if applicable)	
2)	Lifting points/tie-down points decals fitted	\bigcirc
3)	Motion beeper working – including platform-descending beeper	
4)	Flashing light working	
5)	Gate locks engaging – self-closing gate operational	
6)	Platform handrail/frame in good condition	
7)	Wheels/tyres in good condition	
8)	Electrically tested and tagged (if applicable)	
9)	All controls clearly labelled/marked and operating, including emergency stop, emergency lowering device, motion controls and horn	
	 Check both ground control panel and platform control panel 	
10)	Safe working load (SWL) of platform clearly marked	\Box
11)	All hot surfaces guarded (engine and exhaust for petrol driven machines)	
12)	No obvious signs of oil leaks to any components	\bigcirc
13)	Check condition and operation of outriggers (if applicable)	



Pre-Start Inspection Checklist ONE-MAN VERTICAL LIFTS

Electric, Self-Propelled, Slab/Indoor models



MAKE:	
MODEL:	
SERIAL NUMBER:	
REGISTRATION:	

Documentation Checklist

1)	Operator's manual	
2)	Logbook	
3)	Maintenance records (servicing intervals should not exceed 90 days)	
4)	Risk assessment/Hazard checklist	
5)	Lifting point/tie-down point certification	
6)	Ten-year certification (major inspection if applicable)	
7)	Proof of operator training/competency	

Visual Inspection Checklist

1)	Compliance/ID plates fitted to machine (ten-year stamp if applicable)	\bigcirc
2)	Lifting points/tie-down points decals fitted	\bigcirc
3)	Motion beeper working – if self-propelled (including platform-descending beeper)	
4)	Flashing light working	\bigcirc
5)	Gate locks engaging – self-closing gate operational	
6)	Platform handrail/frame in good condition	\bigcirc
7)	Wheels/tyres in good condition	\bigcirc
8)	Electrically tested and tagged (if applicable)	\bigcirc
9)	All controls clearly labelled/marked and operating, including emergency stop, emergency lowering device,	
	 motion controls and horn Check both ground control panel and platform control panel 	\Box
10)	Safe working load (SWL) of platform clearly marked	\bigcirc
11)	Inspect mast and associated cables/chains for damage, distortion, fraying or birdcaging	\bigcirc
12)	All outrigger attachments are in good condition and locking mechanisms of outriggers working (if outriggers are fitted)	\bigcirc
13)	No obvious signs of oil leaks to any components	\bigcirc



Pre-Start Inspection Checklist BOOMLIFT

Electric, Petrol, Straight Boom, Knuckle Boom models

MAKE:		1 1 1
MODEL:	RIL TO O	
SERIAL NUMBER:		
REGISTRATION:		

Documentation Checklist

DATE:

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1)	Operator's manual	
2)	Logbook	
3)	Maintenance (refer to operator's manual for service intervals)	
4)	Risk assessment/Hazard checklist	
5)	Lifting point/tie-down point certification	
6)	Ten-year certification (major inspection if applicable)	
7)	Proof of operator training/competency	

Note: For booms with a platform height which exceeds 11 metres, operators need to hold a National High Risk Work Licence – endorsed 'WP' **All** booms under this platform height still require operators to have proof of competency and training

Visual Inspection Checklist

1)	Compliance/ID plates fitted to machine (ten-year stamp if applicable)	\Box
2)	Lifting points/tie-down points decals fitted	\Box
3)	Motion beeper working – including platform-descending beeper	\Box
4)	Flashing light working	\bigcirc
5)	Gate locks engaging – self-closing gate operational	\Box
6)	Platform handrail/frame in good condition	\Box
7)	Wheels/tyres in good condition	\Box
8)	Electrically tested and tagged (if applicable)	
9)	All controls clearly labelled/marked and operating, including emergency stop, emergency lowering device, motion controls and horn	
	Check both ground control panel and platform control panel	\Box
10)	Safe working load (SWL) of platform clearly marked	
11)	All hot surfaces guarded (engine and exhaust for petrol-driven machines)	\bigcirc
12)	No obvious signs of oil leaks to any components	\Box
13)	Ensure attachment points for harnesses are identified and are in good condition	\Box
14)	Ensure full body harnesses are supplied and are in good condition (eg no cuts, abrasions or fraying of material/components)	

Pre-Start Inspection Checklist MOBILE DRILLING/PILING PLANT

Track-Mounted

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DATE:

MAKE:	
MODEL:	
SERIAL NUMBER:	
REGISTRATION:	4



Documentation Checklist

1)	Operator's manual	
2)	Maintenance records (refer to operator's manual for service intervals)	
3)	Risk assessment/Hazard checklist	
4)	Certification of major inspections (as per manufacturer's specifications)	
5)	Test certificates for hoist wire rope, chains and lifting equipment	
6)	Load charts (refer to operator's manual)	
7)	Operator training/competency: Proof/evidence of training/competency to be provided by operator OR verification by supplier/manufacturer/authorised plant agent of operator training/competency	

Visual Inspection Checklist

1)	Compliance/ID plates fitted to machine	
2)	Load charts fitted in cabin	
3)	Reverse beeper working	
4)	Motion beeper functioning and audible	
5)	Flashing light functioning	
6)	Fire extinguisher fitted	\Box
7)	Tracks in good condition – no obvious sign of damage to treads or sprockets	
8)	All controls and instruments clearly labelled, marked and operating correctly – including lights, horn, emergency cutoff, brakes, gauges etc.	
9)	Check houskeeping in cabin – neat and tidy	\bigcirc
10)	No obvious signs of oil leaks to any components	
11)	All chains fitted with tags identifying SWLs, serial numbers and test dates	
12)	All other lifting equipment should have SWLs, serial numbers and test dates clearly marked	



Pre-Start Inspection Checklist FORKLIFT

All models

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DATE:

MAKE:	Rx
MODEL:	
SERIAL NUMBER:	
REGISTRATION:	

Documentation Checklist

1)	Operator's manual	
2)	Logbook	
3)	Maintenance (refer to operator's manual for service intervals)	
4)	Risk assessment/Hazard checklist	
5)	Current Road Registration (if being driven on public roads)	
6)	Load chart (see operator's manual)	
7)	Operator training/competency: National High Risk Work Licence – endorsed 'LF'	

Visual Inspection Checklist

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1)	Compliance/ID plates fitted to machine	\bigcirc
2)	Load chart/plate fitted and legible	\bigcirc
3)	Reverse beeper working	\bigcirc
4)	Flashing light working	\bigcirc
5)	Fire extinguisher fitted	\Box
6)	Seatbelt fitted	\bigcirc
7)	All controls clearly labelled, marked and operating correctly, including lights, horn, brakes and mast controls	\bigcirc
8)	Wheels/tyres in good condition (tyres inflated correctly if air-filled)	\bigcirc
9)	Inspect mast components and tynes for damage, cracking, distortion or loose attachments	\bigcirc
10)	Check that any tyne attachments have compliance plates/load restrictions attached (if applicable)	\bigcirc
11)	No obvious signs of oil leaks to any components	\bigcirc
12)	All hot surfaces guarded (engine and exhaust)	\Box
13)	LPG bottle is securely fitted and no obvious signs of damage to fittings or hoses (if applicable)	\bigcirc

Pre-Start Inspection Checklist CONCRETE PLACING UNIT

Concrete-Placing Boom Pump



MAKE:	- Q - 1
MODEL:	
SERIAL NUMBER:	
REGISTRATION:	

Documentation Checklist

DATE:

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1)	Operator's manual	
2)	Logbook	\Box
3)	Maintenance (refer to operator's manual for service intervals)	
4)	Maintenance and Inspection Reports on all pipes (monthly)	\Box
5)	Risk assessment/Hazard checklist	
6)	Current Road Registration	\Box
7)	WorkCover Plant Registration Certificate	
8)	Magnetic-particle test records (12-monthly testing intervals)	\Box
9)	Operator training/competency: National High Risk Work Licence – endorsed 'PB'	

Visual Inspection Checklist

1)	Compliance/ID plates fitted to machine	
2)	Reverse beeper working	
3)	Flashing light working	
4)	Fire extinguisher fitted	
5)	Tyres properly inflated and in good condition	
6)	All controls clearly labelled, marked and operating correctly, including lights, horn, emergency stop, brakes, gauges etc	
7)	No obvious signs of oil leaks to any components	
8)	Inspect pipe sections for obvious damage, obvious wear and identification markings	\Box
9)	All hot surfaces guarded (engine and exhaust)	
10)	Check for warning signs (crushing and entanglement hazard)	



Pre-Start Inspection Checklist CONCRETE DELIVERY (Based on the VicRoads Victorian Bus and Truck Drivers Handbook)

Concrete Delivery Truck MAKE: **MODEL: SERIAL NUMBER: REGISTRATION:**

If any item below is not ticked, the concrete must not be unloaded or emptied until the issue has been resolved.

Documentation Checklist

Operator's manual	
Logbook	\square
Maintenance (refer to operator's manual for service intervals)	
Risk assessment/Hazard checklist	
Current Road Registration	
Driver inducted into Concrete Company's SWMSs	
Operator training/competency	
Documented proof of 'cleaning/de-dagging' agitator for each truck (maximum 3-monthly cycle)	
Driver has completed site-specific induction	
Driver has Heavy Rigid Licence	
Driver has Current Construction Industry Induction Card	
al Inspection Checklist	
Compliance/ID plates fitted to machine	
Reverse beepers/warning signals working	
Flashing lights working	
Fire extinguisher fitted anf fully operational	
Tyres properly inflated and in good condition	
All controls clearly labelled, marked and operating, including lights, horn, brakes etc	
No sign of any fuel, oil or hydralics leaks	
Truck does not sag to one side (check for flat tyres, overloading or incorrect loading)	
No cracks in windscreen	
No cracks in lights	
	Logbook Maintenance (refer to operator's manual for service intervals) Risk assessment/Hazard checklist Current Road Registration Driver inducted into Concrete Company's SWMSs Operator training/competency Documented proof of 'cleaning/de-dagging' agitator for each truck (maximum 3-monthly cycle) Driver has completed site-specific induction Driver has completed site-specific induction Driver has Current Construction Industry Induction Card Inspection Checklist Compliance/ID plates fitted to machine Reverse beepers/warning signals working Flashing lights working Fire extinguisher fitted anf fully operational Tyres properly inflated and in good condition All controls clearly labelled, marked and operating, including lights, horn, brakes etc No sign of any fuel, oil or hydralics leaks Truck does not sag to one side (check for flat tyres, overloading or incorrect loading)

continued overleaf

Concrete Delivery Truck

continued



11)	Blinkers operational	
12)	Warning horn fully operational	
13)	Brake lights operational?	
14)	Wheels and rims undamaged (A bent or damaged rim might cause a tyre to lose pressure or come off the rim. Multi-piece rims are under high pressure, and can explode if damaged.)	
15)	No wheel-nuts missing (If some wheel-nuts are missing, the others have to take extra strain, and may fail. Also check for rust streaks around the wheel-nuts; this is a possible sign that wheel-nuts may be loose.)	
16)	Tyres properly fitted, and tread niether damaged nor worn (Worn front tyres = potential loss of steering.)	
17)	Parking brake fully operational	
18)	Truck has fall protection for both climbing agitator ladder and standing on agitator platform	\Box
19)	Driver wearing safety helmet	\Box
20)	Driver wearing high vis-clothing/fluro safety vest	\Box
21)	Driver wearing correct safety footwear	

SITE NAME:	
ADDRESS:	

Telescopic Handling Crane



MAKE:	
MODEL:	
SERIAL NUMBER:	
REGISTRATION:	

Documentation Checklist

DATE:

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1)	Operator's manual	
2)	Logbook	\Box
3)	Maintenance (refer to operator's manual for service intervals)	
4)	Risk assessment/Hazard checklist	
5)	WorkCover Plant Registration Certificate (if over 10 tonne SWL)	
6)	Magnetic-particle test records (12-monthly testing intervals)	\Box
7)	Certificate on attachments or hitching devices (where applicable)	
8)	Test certificates for any lifting equipment	
9)	Load charts (refer to operator's manual)	
10)	Current Road Registration (if being driven on public roads)	\Box
11)	Operator training/competency: if OVER 3 tonne WLL – National High Risk Work Licence – endorsed 'CN' or 'C2' or 'C6' or 'C1' or 'C0' (depending on crane's capacity) If UNDER 3 tonne WLL – still requires operators to have proof of competency and training	

Visual Inspection Checklist

1)	Compliance/ID plates fitted to machine	\Box
2)	Load charts fitted in cabin	\bigcirc
3)	Reverse beeper working	\bigcirc
4)	Flashing light working	\bigcirc
5)	Fire extinguisher fitted	\bigcirc
6)	Tyres properly inflated and in good condition	\bigcirc
7)	Check housekeeping in cabin – clean and tidy	\bigcirc
8)	All controls clearly labelled, marked and operating correctly, including lights, horn, brakes etc	\bigcirc
9)	Seatbelt fitted	\bigcirc
10)	Inspect all lifting attachments and tynes for damage, cracking, distortion or excessive wear	\bigcirc
11)	No obvious signs of oil leaks to any components	\bigcirc
12)	All hot surfaces guarded (engine and exhaust)	\bigcirc
13)	Inspect any connecting rods, pins and quick-hitch attachments for obvious damage, cracking, distortion or excessive wear	\bigcirc

Truck-Mounted Crane – all models



Documentation Checklist

SERIAL NUMBER: REGISTRATION:

MAKE: **MODEL:**

1)	Operator's manual	
2)	Logbook	\Box
3)	Maintenance (refer to operator's manual for service intervals)	\Box
4)	Risk assessment/Hazard checklist	\Box
5)	Current Road Registration	
6)	WorkCover Plant Registration Certificate (if over 10 tonne SWL)	\Box
7)	Magnetic-particle test records (12-monthly testing intervals)	\Box
8)	Test certificates for main wire rope, chains and lifting equipment (12-monthly testing)	\Box
9)	Load charts (refer to operator's manual)	\Box
10)	Operator training/competency: National High Risk Work Licence – endorsed 'CV'	\bigcirc

Visual Inspection Checklist

1)	Compliance/ID plates fitted to machine	
2)	Load charts fitted in cabin	
3)	Reverse beeper working	
4)	Flashing light working	
5)	Fire extinguisher fitted	
6)	6) Tyres properly inflated and in good condition	
7)	7) Check housekeeping in cabin – clean and tidy	
8)	All controls clearly labelled, marked and operating correctly, including lights, horn, brakes etc	
9)	Anti-two-blocking device fitted and functioning	
10)	No obvious signs of oil leaks to any components	\bigcirc
11)	All chains fitted with tags identifying SWLs, serial numbers and test dates	
12)	All other lifting equipment should have SWLs, serial numbers and test dates clearly marked	\Box
13)	Anamometer (wind gauge) functioning correctly (if fitted as manufacturer's requirement)	



Non-Slewing Mobile Crane

Documentation Checklist

SERIAL NUMBER: REGISTRATION:

DATE:

MAKE: MODEL: /

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1)	Operator's manual	
2)	Logbook	
3)	Maintenance (refer to operator's manual for service intervals)	
4)	Risk assessment/Hazard checklist	
5)	Current Road Registration	
6)	WorkCover Plant Registration Certificate (if over 10 tonne SWL)	
7)	Industry assessment green sticker (12-monthly inspection)	
8)	Magnetic-particle test records (12-monthly testing intervals)	
9)	Test certificates for main wire rope, chains and lifting equipment (12-monthly testing)	
10)	Load charts (refer to operator's manual)	
11)	Operator training/competency: National High Risk Work Licence – endorsed 'CN' or 'C2' or 'C1' or 'C0' (depending on crane's capacity)	
Visua	al Inspection Checklist	
1)	Compliance/ID plates fitted to machine	
2)	Load charts fitted in cabin	
3)	Reverse beeper working	
4)	Flashing light working	
5)	Fire extinguisher fitted	
6)	Tyres properly inflated and in good condition	
7)	Check housekeeping in cabin – clean and tidy	
8)	All controls clearly labelled, marked and operating correctly, including lights, horn, brakes etc	
9)	No obvious signs of oil leaks to any components	
10)	All chains fitted with tags identifying SWLs, serial numbers and test dates	
11)	All other lifting equipment should have SWLs, serial numbers and test dates clearly marked	

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Pre-Start Inspection Checklist CRANES

Slewing Mobile Crane (Rough Terrain)

MAKE:	
MODEL:	
SERIAL NUMBER:	
REGISTRATION:	

Documentation Checklist

DATE:

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1)	Operator's manual	
2)	Logbook	
3)	Maintenance (refer to operator's manual for service intervals)	
4)	Risk assessment/Hazard checklist	\Box
5)	Current Road Registration	
6)	WorkCover Plant Registration Certificate (if over 10 tonne SWL)	
7)	Industry assessment green sticker (12-monthly inspection)	
8)	Magnetic-particle test records (12-monthly testing intervals)	
9)	Test certificates for main wire rope, chains and lifting equipment (12-monthly testing)	
10)	Load charts (refer to operator's manual)	
11)	Operator training/competency: National High Risk Work Licence – endorsed 'C2' or 'C6' or 'C1' or 'C0' (depending on crane's capacity)	
Visua	al Inspection Checklist	
1)	Compliance/ID plates fitted to machine	\square
		\bigcirc
2)	Load charts fitted in cabin	
2) 3)	Load charts fitted in cabin Reverse beeper working	
3)	Reverse beeper working	
3) 4)	Reverse beeper working Flashing light working	
3) 4) 5)	Reverse beeper working Flashing light working Fire extinguisher fitted	
3) 4) 5) 6)	Reverse beeper working Flashing light working Fire extinguisher fitted Tyres properly inflated and in good condition	
3) 4) 5) 6) 7)	Reverse beeper working Flashing light working Fire extinguisher fitted Tyres properly inflated and in good condition Check housekeeping in cabin – clean and tidy	
3) 4) 5) 6) 7) 8)	Reverse beeper working Flashing light working Fire extinguisher fitted Tyres properly inflated and in good condition Check housekeeping in cabin – clean and tidy All controls clearly labelled, marked and operating correctly, including lights, horn, brakes etc	
3) 4) 5) 6) 7) 8) 9)	Reverse beeper working Flashing light working Fire extinguisher fitted Tyres properly inflated and in good condition Check housekeeping in cabin – clean and tidy All controls clearly labelled, marked and operating correctly, including lights, horn, brakes etc Anti-two-blocking device fitted and functioning	
3) 4) 5) 6) 7) 8) 9) 10)	Reverse beeper working Flashing light working Fire extinguisher fitted Tyres properly inflated and in good condition Check housekeeping in cabin – clean and tidy All controls clearly labelled, marked and operating correctly, including lights, horn, brakes etc Anti-two-blocking device fitted and functioning No obvious signs of oil leaks to any components	

Slewing Mobile Crane (Hydraulic Boom, Truck_Mounted)

MAKE:	A Real of the
MODEL:	
SERIAL NUMBER:	
REGISTRATION:	

Documentation Checklist

DATE:

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DOCU		
1)	Operator's manual	
2)	Logbook	\bigcirc
3)	Maintenance (refer to operator's manual for service intervals)	
4)	Risk assessment/Hazard checklist	\bigcirc
5)	Current Road Registration	
6)	WorkCover Plant Registration Certificate (if over 10 tonne SWL)	\Box
7)	Industry assessment green sticker (12-monthly inspection)	
8)	Magnetic-particle test records (12-monthly testing intervals)	\Box
9)	Test certificates for main wire rope, chains and lifting equipment (12-monthly testing)	
10)	Load charts (refer to operator's manual)	\Box
11)	Operator training/competency: National High Risk Work Licence – endorsed 'C2' or 'C6' or 'C1' or 'C0' (depending on crane's capacity)	
Visua	al Inspection Checklist	
1)	Compliance/ID plates fitted to machine	
2)	Load charts fitted in cabin	\Box
3)	Reverse beeper working	
4)	Flashing light working	\Box
5)	Fire extinguisher fitted	\Box
6)	Tyres properly inflated and in good condition	\Box
7)	Check housekeeping in cabin – clean and tidy	
8)	All controls clearly labelled, marked and operating correctly, including lights, horn, brakes etc	\Box
9)	Anti-two-blocking device fitted and functioning	
10)	No obvious signs of oil leaks to any components	\Box
11)	All chains fitted with tags identifying SWLs, serial numbers and test dates	
12)	All other lifting equipment should have SWLs, serial numbers and test dates clearly marked	\bigcirc
13)	Anamometer (wind gauge) functioning correctly (if fitted as manufacturer's requirement)	\bigcirc

At completion of plant inspection, confirm that the operator has completed their daily pre-start checks and entered this in their logbook.

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Slewing Mobile Crane (Track-Mounted)

MAKE:	
MODEL:	
SERIAL NUMBER:	
REGISTRATION:	



Documentation Checklist

1)	Operator's manual	\bigcirc
2)	Logbook	\bigcirc
3)	Maintenance (refer to operator's manual for service intervals)	\bigcirc
4)	Risk assessment/Hazard checklist	\bigcirc
5)	WorkCover Plant Registration Certificate (if over 10 tonne SWL)	\Box
6)	Industry assessment green sticker (12-monthly inspection)	\Box
7)	Magnetic-particle test records (12-monthly testing intervals)	\bigcirc
8)	Test certificates for main wire rope, chains and lifting equipment (12-monthly testing)	\Box
9)	Load charts (refer to operator's manual)	\Box
10)	Operator training/competency: National High Risk Work Licence – endorsed 'C2' or 'C6' or 'C1' or 'C0' (depending on crane's capacity)	
Visua	al Inspection Checklist	
1)	Compliance/ID plates fitted to machine	\bigcirc
2)	Load charts fitted in cabin	\bigcirc
3)	Motion beeper working	\bigcirc
4)	Flashing light working	\bigcirc
5)	Fire extinguisher fitted	\Box
6)	Tracks in good condition – no obvious sign of damage to treads or sprockets	\Box
7)	Check housekeeping in cabin – clean and tidy	\Box
8)	All controls clearly labelled, marked and operating correctly, including lights, horn, brakes etc	\Box
9)	Anti-two-blocking device fitted and functioning	\bigcirc
10)	No obvious signs of oil leaks to any components	\Box
11)	All chains fitted with tags identifying SWLs, serial numbers and test dates	\bigcirc
12)	All other lifting equipment should have SWLs, serial numbers and test dates clearly marked	\bigcirc
13)	Anamometer (wind gauge) functioning correctly (if fitted as manufacturer's requirement)	\Box

Tower Crane – Luffing

MAKE:	
MODEL:	
SERIAL NUMBER:	
REGISTRATION:	



Documentation Checklist

1)	Operator's manual	
2)	Logbook	\Box
3)	Maintenance (refer to operator's manual for service intervals)	
4)	Risk assessment/Hazard checklist	\Box
5)	WorkCover Plant Registration Certificate	\Box
6)	Magnetic-particle test records (12-monthly testing intervals)	\Box
7)	Test certificates for main wire rope, luffing rope, hook and main rope assembly	\bigcirc
8)	Test certificates for all chains and lifting equipment (12-monthly testing)	\Box
9)	Commissioning of crane documents and Commissioning Certificate	
10)	Load charts (refer to operator's manual)	\Box
11)	Operator training/competency: National High Risk Work Licence – endorsed 'CT'	\Box
Visua	al Inspection Checklist	
1)	Compliance/ID plates fitted to machine	
2)	Load charts fitted in cabin	\bigcirc
3)	Fire extinguisher fitted	
4)	All controls clearly labelled, marked and operating, including lights, horn, brakes, gauges, pedals, communication systems etc	\bigcirc
->		\bigcirc

- 5) Load-limiting devices and limit switches working
- 6) No obvious signs of oil leaks to any components
- 7) Anamometer (wind gauge) functioning correctly (if fitted as manufacturer's requirement)
- 8) Check lubrication has been carried out on luff and hoist drum, rubella ring and ropes
- 9) All chains fitted with tags identifying SWLs, serial numbers and test dates
- 10) All other lifting equipment should have SWLs, serial numbers and test dates clearly marked

Certificate of Competency

*NB Both National Certificates and old endorsed equivalents are acceptable as proof of operator's training and competency

National Certificate Class			
HIGH RISK WORK JOHN SMITH 1011017086 01 03001/1954 30/11/2007 30/11/2012 SB RI WPLF CN	TRANSPORT		
Boom Type – Elevated Work Platform (11m and over)	'WP'		
Personnel and Materials Hoist	'HP'		
Basic Scaffolding	'SB'		
Intermediate Scaffolding	'SI'		
Advanced Scaffolding	'SA'		
Dogging	'DG'		
Basic Rigging	'RB'		
Intermediate Rigging	'RI'		
Advanced Rigging	'RA'		
Tower Crane – Luffing	'CT'		
Vehicle Loading Crane/Truck-Mounted	'CV'		
Non-Slewing Mobile Crane	'CN'		
Slewing Mobile Crane (up to 20 tonne)	'C2'		
Slewing Mobile Crane (up to 60 tonne)	ʻC6'		
Slewing Mobile Crane (up to 100 tonne)	'C1'		
Slewing Mobile Crane (open/over 100 tonne)	'CO'		
Forklift	'LF'		
Concrete-Placing Boom Pump	'PB'		

Example of National Certificate



This card is only valid until June 2012 and will be replaced with the card below.

Enquire with WorkSafe.



Example of Elevated Work Platform Proof of Training Card



Example of TAFE Assessment Card for **Earthmoving Equipment**



No: V0000 Name: Baldwin STONE Date of Birth: 02/03/1960 Assessor No: AA/000

Signature

Issued by: Gordon Institute of TAFE

23/11/99

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