



PRE-SITE ACCEPTANCE CHECKLIST

Company:			
Date:		Description:	
Registration Expiry:		Make:	
Km's/hrs of last service:		Rego. / Plant No:	
Next service due at:		Current km's/hrs:	

R = Required O = Optional N/A = Not Applicable

Note: Mobile Plant is plant that requires a 'ticketed' operator or an operator working under a log book supervised by a 'ticketed' operator or an operator holding a specific class of Driver's License i.e. LR and above or a light vehicle with extras such as a tipper or crane.

Safety Equipment Minimum Requirements	Mobile Plant	Vehicles	Complies	Comments
Seat Belts Fitted	R	R		
Fire Extinguisher Fitted	R	O		
Flashing Light Fitted (Working correctly)	R	R		
Radio, site specific (if not required = N/A)	R	R		
First Aid Kit - Motorist type minimum	O	O		
Horn (Functioning correctly)	R	R		
Reversing Alarm (according to State legislation)	R	O / R		
Mirrors (In place and serviceable)	R	R		
Quick Hitches have Locking Pin Capability	R	N/A		
Articulated Plant Locking Points / Pins	R	N/A		
Safety Warning Signs Legible	R	N/A		
Tyres, Adequate Tread, and Inflation	R	R		
SWMS Provided - if not is the plant working under an existing SWMS (add title of SWMS in comments section)	R	N/A		
Plant Risk Assessment provided (from supplier and has to be specific to the plant)	R	R		
OEM Instruction Manual located with the equipment	R	O		
Does equipment have ROPS? Risk assessment required if not on equipment, refer to RMS PR-200-020 Maintenance Management Procedure	R	O		
Does the task require FOPS? Justification required for not having FOPS (additional controls required to mitigate the risk)	O	NR		
Maintenance Log Book	R	O / R		
Attachments in good condition	R	N/A		
Lifting points are free from damage and defects and within tolerance levels - 10% wear (where applicable)	R	N/A		
Clean, free of weeds prior to arrival	R	R		

Inspected By:		Sign:		Date:	
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GUIDELINES TO ASSIST RMS STAFF

These guidelines describe the processes to be implemented at all RMS sites in order to ensure that all plant (including hired in mobile plant and mobile plant used by subcontractors) is both fit for use and used appropriately.

Mobile Plant

Can be referred to as track or wheeled plant such as excavators, graders, scrapers, dozers etc.

Vehicles include:

A vehicle includes, cars, utes, and 4 WD type vehicles, a rigid truck or Bus, prime movers, trailers, semi-trailers.

Responsibility

The respective Project Managers are responsible for ensuring that all mobile plant and vehicles operating within their sites are in a safe and serviceable condition.

Pre-site Acceptance Inspection

A pre-site acceptance inspection shall be conducted by RMS personnel on the mobile plant or vehicles prior to it being permitted to be operated on site. This can be noted in the Pre-site flowchart.

Mobile Plant & Vehicles

Once the mobile plant and vehicle pre-acceptance process has been satisfactorily completed, the mobile plant shall be registered onto the site Plant Register.

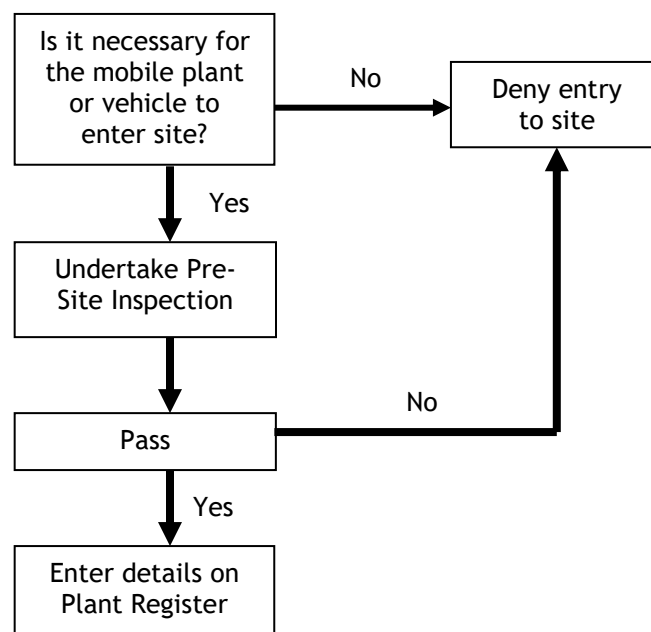
Delivery Vehicles / Short Term Subcontractors / Service Providers

Drivers of delivery vehicles and short-term contractors or service providers must be escorted, or directed, on the worksite by a RMS or other authorised representative.

Daily Pre-Start Checks

It is RMS requirement that all operators and drivers undertake a daily inspection of the condition of mobile plant and vehicles respectively. Plant operators shall check the condition of mobile plant using the Time sheet & Pre-Start Inspection at the commencement of each shift.

Pre-Site Acceptance Flowchart





PRE-SITE ACCEPTANCE CHECKLIST

**Mobile Plant
Pre-site start Checklist
Guidelines**

**Supplier Verification & Plant
Details**

Plant owner: _____
 Address: _____
 City/Suburb: _____
 Phone: _____
 Plant make: _____
 Plant model: _____
 Rego no.: _____
 Signature: _____
 Date: _____

- Plant to conform to manufacturer's specifications.
- Plant Operator is to provide daily check sheets to RMS Construction on a weekly basis.
- Where applicable, Personal Protective Equipment must be worn.
- Plant Log Book Detailing service history in accordance with Manufacturer's specifications should be written legibly in English.
- Contractor must produce proof of competence of operator, e.g., Certificate of Competence, Licence, Detailed Log Book.

RMS Use Only

NOTE: Sign only when all items have been checked

Plant check by: _____
 Position: _____
 Date: _____ / _____ / _____

TRUCK & TRAILER

Articulated Vehicle

Verify	Check	Warning devices
<input type="checkbox"/>	<input type="checkbox"/>	Horn
<input type="checkbox"/>	<input type="checkbox"/>	Amber flashing beacon (when onsite)
<input type="checkbox"/>	<input type="checkbox"/>	Reversing alarm
<input type="checkbox"/>	<input type="checkbox"/>	Head, tail & turn indicators

Verify	Check	ENVIRONMENTAL
<input type="checkbox"/>	<input type="checkbox"/>	Clean, free of weeds prior to arrival

Verify	Check	Air / Hydraulics
<input type="checkbox"/>	<input type="checkbox"/>	Rams
<input type="checkbox"/>	<input type="checkbox"/>	Hoses
<input type="checkbox"/>	<input type="checkbox"/>	Connections (check for excessive wear, leaks and creep)
<input type="checkbox"/>	<input type="checkbox"/>	Hoist control from cabin
<input type="checkbox"/>	<input type="checkbox"/>	Tail gate control from cabin

Verify	Check	Exhaust	Verify	Check	Tarps provided
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

WARNING SIGNS (in cabin) Verify Check

SEAT BELTS MUST BE WORN	Verify	Check
	<input type="checkbox"/>	<input type="checkbox"/>

NO-GO-ZONES FOR OVERHEAD SERVICES	Verify	Check
	<input type="checkbox"/>	<input type="checkbox"/>

**KEEP CLEAR
AIR OPERATED TAILGATE**

Verify	Check
<input type="checkbox"/>	<input type="checkbox"/>

Verify	Tyres	<input type="checkbox"/>
	Wheels	<input type="checkbox"/>
	Brakes	<input type="checkbox"/>
	Park brake	<input type="checkbox"/>

Verify	Check
<input type="checkbox"/>	<input type="checkbox"/>

Towing Hitch
 Connecting rods
 Safety pins
 (no excessive wear visible)

Verify	Check	Steering / Tyres
<input type="checkbox"/>	<input type="checkbox"/>	No cuts or splits
<input type="checkbox"/>	<input type="checkbox"/>	Good tread condition
<input type="checkbox"/>	<input type="checkbox"/>	Not recaps

Verify	Check
<input type="checkbox"/>	<input type="checkbox"/>

Handrails
 Steps

Verify	Fire Exting	<input type="checkbox"/>
	PHRA	<input type="checkbox"/>

**Instructions:
Verify Box to be ticked by Owner / Supplier / Operator**