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|  | **This checklist is to be used for the commissioning of plant or equipment.**  The purpose of this checklist is to ensure that that the correct installation and commissioning of plant or equipment occurs following purchase.   |  |  |  |  | | --- | --- | --- | --- | | **Operational Area**  *(School/ Department/ Research Group/ Project* |  | **Date**  **Completed by**  **Authorised by** | \_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | **Description of plant/equipment** |  | **Location of use**  *(Identify building, area and storage locations, may be multiple locations)* |  | |

**Record Keeping:**

It is the responsibility of the Faculty or Area to store all relevant records re: the purchase, commissioning and maintenance of all plant and equipment.

| **Complete all sections prior to equipment being installed.**  To be completed by Manager/Supervisor of the area installing the equipment. If “no” answered to any question, please address the issue prior to completing and authorising form. Manager/Supervisor to date every relevant box once completed and authorise acknowledgment box. | | | |
| --- | --- | --- | --- |
| **H&S Documentation – Have all hazards related to the following items been adequately controlled prior to installation?** | **Documentation & Installation Requirements** | **Completed**  **Yes / No / N/A** | **Initial & Date** |
| Licensing | Have all required legislated obligations been completed prior to installation?  Has all required licensing and testing been completed prior to or on installation?  Has all required specialist signage been installed?  Is specialist training required to install this plant/equipment?  If yes, please indicate training required | Yes ☐ No ☐ NA ☐  Yes ☐ No ☐ NA ☐  Yes ☐ No ☐ NA ☐  Yes ☐ No ☐ NA ☐ |  |
| Health Surveillance | Is base line health surveillance required and if so has it been completed where required prior to commissioning? | Yes ☐ No ☐ NA ☐ |  |
| Design/Manufacture/Modifications | Is there an English language version of instruction/operating manual available?  Have all modifications been completed and approved by relevant authorities prior to commissioning? | Yes ☐ No ☐ NA ☐  Yes ☐ No ☐ NA ☐ |  |
| Environmental Considerations | Does the plant/equipment create emissions or any other by-product which may impact the environment? | Yes ☐ No ☐ NA ☐ |  |

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| Emergency Management | Safe Work Procedure (SWP) has been completed for the installation of plant/equipment. | Yes ☐ No ☐ NA ☐ |  |
| Information and Training | Are training, work practice and supervision changes required? If yes identify the requirements  Have all staff who require training in the use of the plant/equipment completed it prior to commissioning?  Are Staff training records completed and uploaded into iPerform?  Has the contractor company and individual workers completed the Curtin H&S Contractor induction? | Yes ☐ No ☐ NA ☐  Yes ☐ No ☐ NA ☐  Yes ☐ No ☐ NA ☐  Yes ☐ No ☐ NA ☐ |  |
| Work Environment and Planning | Is a HAZOP required for this equipment? (do for high risk / complex plant) | Yes ☐ No ☐ NA ☐ |  |
| Pressure Vessels | Has the Pressure Vessel Compliance Checklist been completed? | Yes ☐ No ☐ NA ☐ |  |
| Plant Rooms | Specific Emergency Plan and relevant procedures/equipment in place. | Yes ☐ No ☐ NA ☐ |  |
| Noise | If required, health surveillance and testing programs in place. | Yes ☐ No ☐ NA ☐ |  |
| Guarding & Emergency Stops | In place and working as designed. | Yes ☐ No ☐ NA ☐ |  |
| Electrical | Have all electrical wiring and supply issues been resolved? | Yes ☐ No ☐ NA ☐ |  |
| Gas | Have all gas storage and supply issues been resolved? | Yes ☐ No ☐ NA ☐ |  |
| Radiation Sources | Have all radiation sources storage, handling and disposal issues been identified and resolved? | Yes ☐ No ☐ NA ☐ |  |
| Maintenance of Plant/Equipment | Has a maintenance plan and contract for scheduled maintenance and breakdown been arranged prior to commissioning? | Yes ☐ No ☐ NA ☐ |  |

**Commissioning review: Completed form to be signed off by the relevant Supplier/Installer and Manager/Supervisor.**

**Multiple Items:** Where multiple items have been purchased and arrive at different times, it is the responsibility of the School to maintain an accurate record of commissioning of the plant and equipment.

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| **Supplier/Installer:** All hazards and H&S issueshave been identified and control measures have been initiated and/or implemented. | | | |
| **Name:** | **Position:** | **School:** | **Date:** |
| **Signature:** | **Comments:** | | |
| **Manager/Supervisor Authorisation:** All hazards and H&S issueshave been identified and control measures have been initiated and/or implemented. | | | |
| **Name:** | **Position:** | **School:** | **Date:** |
| **Signature:** | **Comments:** | | |