



**OFFICE USE ONLY**

Registered Plant Number

Lodgement Number

# Application 101

## Registration or Re-registration of an Item of Plant

Regulation 4.15 of the Occupational Safety and Health Regulations 1996

### 1 APPLICATION FOR REGISTRATION

To be completed in conjunction with explanatory notes

1.1 New Registration:

1.2 Re-registration:

Registration No

State

1.3 Reason for re-registration:

Change of ownership

Change of location

Alteration

### 2 PLANT DETAILS

2.1 Kind of Plant

2.2 Plant Type

2.3 Plant Description

2.4 Serial Number

2.5 Manufacturer

2.6 Year of Manufacture

### 3 OWNER & PLANT LOCATION DETAILS

3.1 Owner name

3.2 ACN

3.3 Workplace address

Suburb

State

Post Code

3.4 Location of plant within the workplace

### 4 APPLICANT DETAILS

4.1 Name

4.2 ACN

4.3 Contact name

Tel

Fax

Email

4.4 I, the Applicant, declare that the information contained in this application is true and correct to the best of my knowledge and belief.

Print Name

Signature

Date

### 5 POSTAL ADDRESS FOR EVIDENCE OF REGISTRATION

5.1 Address

Suburb

State

Post Code

### 6 DESIGN REGISTRATION DETAILS

6.1 Has the design of the plant been registered: YES  NO

6.2 Design registration number

6.3 State

6.4 Design standard

Office use only

	Initial	Date	COM	OK
Pre check				
Post check				
To issue				



# Application 101

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Regulation 4.15 of the Occupational Safety and Health Regulations 1996

7 COMPETENT PERSON DETAILS		
7.1 Name	7.2 ACN	
7.3 Address		
Suburb	State	Post Code
Tel	Fax	Email
8 INSPECTION DETAILS		
8.1 Address		
Suburb	State	Post Code
8.2 Date of inspection		
8.3 Inspection declaration:		
1) The item of plant described in SECTION 2.1 has been inspected and is safe to operate: YES <input type="checkbox"/> NO <input type="checkbox"/>		
2) The information referred to in Regulation 4.30(1)(c) for the item of plant described in SECTION 2.1 is at the workplace: YES <input type="checkbox"/> NO <input type="checkbox"/>		
Notwithstanding sub regulation 4.15(2)(c)(ii), I, the competent person as defined in Regulation 1.3 of the Occupational Safety and Health Regulations 1996, state that the answers I have provided are true and correct and that I have inspected the item of plant described in SECTION 2.1 at the location described in SECTION 8.1 and declare that to the best of my knowledge and belief the item of plant is safe to operate.		
Print Name	Signature	Date
9 ADDITIONAL PLANT DETAILS To be completed in conjunction with explanatory notes.		
1)	2)	
3)	4)	
5)	6)	

### Method of Payment

The fee for this application is specified in the Occupational Safety & Health Regulations 1996, Schedule 6.2 and is exempt from GST. Cheques to be made payable to WorkSafe Western Australia.

Please choose one of the following options for payment:  Cash  Cheque [Cheque No .....]

Please charge payment of this application to my:  Postal Money Order  Mastercard  Visa

Card number                 Expiry date   /

Name of card holder \_\_\_\_\_ Signature \_\_\_\_\_

Payment details (Tax invoice: Department of Consumer and Employment Protection ABN 91 329 800 417)

You can submit this completed application form for Registration or Re-registration of an Item of Plant in one of two ways:

- **In person:** WorkSafe Western Australia, Business Service Centre, Level 1, Mason Bird Building, 303 Sevenoaks Street, Cannington WA 6107
- **By mail:** WorkSafe Western Australia, Business Service Centre, Locked Bag 14, Cloisters Square WA 6850

**Further Information:** WorkSafe Business Service Centre, Phone: 1300 307 877, Web: www.commerce.wa.gov.au, Email: safety@commerce.wa.gov.au



## Application 101: Explanatory Notes

### Registration or Re-registration of an Item of Plant

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#### INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

Complete the question on the form using the explanatory note number corresponding to the section number on the application form.

Answer the questions on the form by crossing either the YES  or NO  box.

Completed application forms can be submitted:

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Further Information by contacting WorkSafe Business Service Centre:

- Phone: 1300 307 877
- Email: [safety@commerce.wa.gov.au](mailto:safety@commerce.wa.gov.au)
- Web: [www.commerce.wa.gov.au](http://www.commerce.wa.gov.au)

#### FORM SECTIONS & CORRESPONDING EXPLANATORY NOTES

1. APPLICATION FOR REGISTRATION
2. PLANT DETAILS
3. OWNER & PLANT LOCATION DETAILS
4. APPLICANT DETAILS
5. POSTAL ADDRESS FOR EVIDENCE OF REGISTRATION
6. DESIGN REGISTRATION DETAILS
7. COMPETENT PERSON DETAILS
8. INSPECTION DETAILS
9. ADDITIONAL PLANT DETAILS
10. TABLE OF PLANT DETAILS

#### 1 APPLICATION FOR REGISTRATION

An application for item of plant registration can be made for a new item of plant, or re-registration of an existing item. The same registration process applies to both types of application. Ensure only one of the boxes is crossed.

##### 1.1 New registration

A person who, at a workplace, is an employer, the main contractor, a self employed person, a person having control of the workplace or a person having control of access to the workplace must ensure that an individual item of plant of a kind set out in Schedule 4.2 is not used at the workplace unless:

- a) the individual item has been registered by the Commissioner or a regulatory authority and the registration is current; and
- b) the person has a copy of the statement referred to in Regulation 4.15(2)(c).

##### 1.2 Re-registration

If an individual item of plant has been registered by the Commissioner or a regulatory authority and:

- a) the plant is altered;
- b) in the case of plant which is fixed plant, the plant is relocated; or
- c) there is a change in the ownership of the plant,

then a person who, at a workplace, is an employer, the main contractor, a self-employed person, a person having control of the workplace or a person having control of access to the workplace must ensure that the plant is not used at the workplace unless the plant is re-registered.

Enter the registration number of the plant and the state or territory in which it was registered.

##### 1.3 Reason for re-registration

Indicate the reason(s) for the re-registration, as outlined in SECTION 1.2 of these Explanatory Notes.

#### 2 PLANT DETAILS

Refer to SECTION 10 for the appropriate plant details. You should contact WorkSafe Customer Service Centre 1300 307 877 for assistance if your plant details are not listed in SECTION 10.

##### 2.1 Kind of plant

Refer to SECTION 10 Kinds of plant (Schedule 4.2).

##### 2.2 Plant type

The plant type is the description used to distinguish the different types of each kind of plant.

Refer to SECTION 10 Plant Type.



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### Registration or Re-registration of an Item of Plant

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#### 2.3 Plant description

Include a brief description of the plant if appropriate. This may include the manufacturer model number and model name.

Example:

*Hitachi Sumitomo Hydraulic Crawler Crane, Model SCX 2500*

#### 2.4 Serial number

Enter the serial number of the plant.

#### 2.5 Manufacturer

Enter the name of the original manufacturer of the plant.

#### 2.6 Year of manufacture

Enter the year in which the plant was originally manufactured.

### 3 OWNER & PLANT LOCATION DETAILS

The item of plant will be registered to the owner. However, the applicant is responsible for the accuracy of the information in the application (refer to SECTION 4).

#### 3.1 Owner name

The owner must be a legal entity that is either an individual, or a body corporate such as a registered company.

#### 3.2 ACN of owner

Where the owner is a registered company, provide the Australian Company Number (ACN).

#### 3.3 Workplace address

Enter the visiting address of the workplace where the plant is located. For fixed plant, this is the workplace where the plant is physically located. For itinerant plant, this is the workplace where the plant is based, that is, where the plant would normally be when it is out of service.

#### 3.4 Location of plant within the workplace

For fixed plant, enter the physical location of the plant within the workplace.

Example: *Boiler house* or *Workshop*.

For plant that is not fixed at one location, enter "ITINERANT".

### 4 APPLICANT DETAILS

The item of plant will not be registered to the applicant. It will be registered to the owner (refer to SECTION 3). The applicant is responsible for the accuracy of the information in the application. Any queries concerning the application will be directed to the applicant.

#### 4.1 Name of applicant

The applicant must be a legal entity that is either an individual, or a body corporate such as a registered company.

#### 4.2 ACN of applicant

Where the applicant is a registered company, provide the Australian Company Number (ACN).

#### 4.3 Contact name

A contact name and telephone number should be provided for queries concerning the application.

#### 4.4 Applicant's statement

The applicant, or a representative if the applicant is not an individual, must sign the applicant statement.

### 5 POSTAL ADDRESS FOR EVIDENCE OF REGISTRATION

#### 5.1 Address

Enter the postal address where the evidence of registration will be sent.

### 6 DESIGN REGISTRATION DETAILS

All plant set out in Schedule 4.2, exception truck-mounted concrete placing unit with boom, require design registration.

The plant design may have been registered by the Commissioner or a regulatory authority.

#### 6.1 Design registered

Indicate whether or not the plant design has been registered.

#### 6.2 Design registration number

Enter the design registration number of the plant.

#### 6.3 State

Enter the state or territory in which the design was registered.



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### 6.4 Design standard

Enter the Standard to which the plant was designed. Include the Standard series number, the part number (if applicable) and the year of publication.

Example: *AS1735.2-2001* or *AS1418.5-2002*

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## 7 COMPETENT PERSON DETAILS

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The competent person must have acquired through training, qualification or experience, or a combination of those things, the knowledge and skills required to inspect the item of plant competently.

### 7.1 Name of competent person

Enter the full name of the competent person.

### 7.2 ACN of competent person

If applicable, enter the ACN of the competent person.

### 7.3 Address of competent person

Enter the business mailing address of the competent person.

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## 8 INSPECTION DETAILS

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### 8.1 Address of inspection location

Enter the visiting address of the workplace where the plant was inspected.

### 8.2 Date of inspection

Enter the date on which the plant was inspected.

### 8.3 Inspection declaration

The competent person in SECTION 7 may use this application form to provide the statement required by Regulation 4.15(2)(c).

Alternatively, a separate statement may be provided by the competent person if it is to the effect that:

- a) the individual item of plant has been inspected by that competent person, and that the plant is safe to operate; and
- b) the information referred to in regulation 4.30(1)(c) for the individual item of plant is at the workplace.

### QUESTION 1

Indicate whether or not the item of plant described in SECTION 2.1 has been inspected and is safe to operate.

If your answer is NO, then when your application is received, a WorkSafe Officer may contact you to assess your application in more detail.

### QUESTION 2

Indicate whether or not the information referred to in Regulation 4.30(1)(c) for the item of plant is at the workplace.

This is information relating to installation, commissioning, operation, maintenance, cleaning, transport, storage and (where plant is capable of being dismantled) dismantling of the plant.

If your answer is NO, then when your application is received, a WorkSafe Officer may contact you to assess your application in more detail.



# Application 101: Explanatory Notes

## Registration or Re-registration of an Item of Plant

Regulation 4.15 of the Occupational Safety and Health Regulations 1996

### 9 ADDITIONAL PLANT DETAILS

Each different kind of plant has a number of specific details, which should be included in the application form. Refer to the following list of additional details for your kind of plant. Include the description from the list plus the values in the corresponding numbered space of the application form.

<b>EXAMPLE:</b>	
SECTION 2.1	
Mobile Crane	
SECTION 9	
1) Rated capacity 20 t	2) Maximum boom length 25 m

#### Additional details for each kind of plant

##### Amusement Structures

1. Class of device (2, 3, 4, 5)
2. Number of persons
3. Maximum person speed (m/s)

##### Boilers

1. Hazard level (A, B, C)
2. Class (1, 2, 3)
3. Volume (m<sup>3</sup>)
4. Design pressure (kPa)
5. Design temperature (degrees C)
6. Power output (kW)

##### Building Maintenance Units

1. Type (A, B, C)
2. Rated load (kg)
3. Maximum suspension height (m)

##### Lifts

1. Number of persons
2. Rated load (kg)
3. Travel distance (m)
4. Number of levels served

##### Escalators and Moving Walks

1. Rated capacity (persons per hour)
2. Travel length (m)
3. Incline angle (degrees)

##### Mobile Cranes

1. Rated capacity (t)
2. Maximum boom length (m)

##### Pressure Vessels

1. Hazard level (A, B, C)
2. Class (1, 2A, 2B, 3)
3. Volume (m<sup>3</sup>)
4. Design pressure (kPa)
5. Design temperature (degrees C)

##### Tower Cranes

1. Rated capacity (t)
2. Maximum boom length (m)
3. Maximum height under hook (m)

##### Truck-mounted concrete placing unit with boom

1. Maximum boom length (m)
2. Maximum pump capacity (m<sup>3</sup> per hour)



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#### 10 TABLE OF PLANT DETAILS

Occupational Safety and Health Regulations 1996	
Kind of Plant (Schedule 4.2)	Plant Type
Amusement structure	Inflatable structure Patron operated ride Rail based ride Rotating ride Water based ride Other
Boiler	Electric Fire tube Water tube Miscellaneous
Building maintenance unit	Building maintenance unit
Lift	Passenger and goods lift – Electric Passenger and goods lift – Hydraulic Service lift Escalator Moving walk Stairway lift Inclined lift Special purpose industrial lift Lift for persons with limited mobility – Manually powered Low-rise platform for passengers Low-rise passenger lift – Non-automatically controlled Lift for persons with limited mobility – Automatically controlled Lift for people with limited mobility – Water-drive
Mobile crane	Articulated crane Crawler crane Trailer mounted crane Truck mounted crane Vehicle self loading crane
Pressure vessel	Air receiver Gas receiver Heat exchanger Refrigeration Autoclave Other
Tower crane	Articulated jib crane Luffing crane Self-erecting crane Trolley jib crane
Truck-mounted concrete placing unit with boom	Truck-mounted concrete placing unit with boom

END OF TABLE.