



## Inspection - Maintenance Checklist

### Major Hazard\_Unplanned Movement Key Control Checklists - Major Hazard\_Unplanned Movement Key Control Checklists

Item #	Prompt	Responses	Comments
1	OPERATOR / EMPLOYEE	( X ) Yes ( ) No	
2	Am I competent and authorised to operate, drive or undertake maintenance work on equipment?	( ) Yes ( ) No ( ) N/A	
3	Have I checked that cranes and forklifts are maintained in accordance with the maintenance schedule?	( ) Yes ( ) No ( ) N/A	
4	Prior to starting any maintenance work have I obtained the relevant work procedure, or have I taken part in a Job Safety Analysis (JSA)?	( ) Yes ( ) No ( ) N/A	
5	Have I crossed referenced the isolation register and procedure, and isolated the equipment by locking and tagging out the isolation point?	( ) Yes ( ) No ( ) N/A	
6	Have I ensured that the hydraulic and air systems on the equipment have been depressurised?	( ) Yes ( ) No ( ) N/A	
7	Have I chocked wheels to prevent forward and backward movement of equipment?	( ) Yes ( ) No ( ) N/A	
8	Am I using certified and inspected hydraulic lifting jacks and static stands?	( ) Yes ( ) No ( ) N/A	
9	Have I checked to ensure the rated load capacity marked on stands or jacks is not exceeded?	( ) Yes ( ) No ( ) N/A	
10	Am I aware that I must only carry out planned maintenance on an approved jacking pad located within the designated maintenance area?	( ) Yes ( ) No ( ) N/A	
11	Do I always do a prestart inspection before driving a vehicle or operating equipment?	( ) Yes ( ) No ( ) N/A	
12	Have I checked to ensure the rated load capacity marked on stands or jacks is not exceeded?	( ) Yes ( ) No ( ) N/A	
13	Am I aware that I must only carry out planned maintenance on an approved jacking pad located within the designated maintenance area?	( ) Yes ( ) No ( ) N/A	
14	Do I always do a prestart inspection before driving a vehicle or operating equipment?	( ) Yes ( ) No ( ) N/A	
15	Do I park vehicles and equipment in the designated park up area in accordance with park up procedures?	( ) Yes ( ) No ( ) N/A	
16	Am I aware of the site layout and infrastructure design and do I always drive to conditions?	( ) Yes ( ) No ( ) N/A	
17	SUPERVISORS / SUPERINTENDENT	( X ) Yes ( ) No	
18	Are all persons fit, competent and authorised for their assigned task?	( ) Yes ( ) No ( ) N/A	

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19	Are cranes and forklifts maintained in accordance with the maintenance schedule?	( ) Yes ( ) No ( ) N/A	
20	Are work procedures followed, or if no work procedure is in place is a Job Safety Analysis (JSA) completed before commencement of maintenance work?	( ) Yes ( ) No ( ) N/A	
21	Is the isolation register and procedure being crossed reference and equipment being isolated with a lock and tag on the isolation point?	( ) Yes ( ) No ( ) N/A	
22	Are hydraulic and air systems on equipment being depressurised ?	( ) Yes ( ) No ( ) N/A	
23	Are wheel chocks available and wheels being chocked to prevent movement of equipment?	( ) Yes ( ) No ( ) N/A	
24	Are certified and inspected hydraulic lifting jacks and static stands available and are these being serviced by an authorised service agent	( ) Yes ( ) No ( ) N/A	
25	Is the rated load capacity marked on static stands and hydraulic lifting jacks and not being exceeded?	( ) Yes ( ) No ( ) N/A	
26	Is planned maintenance carried out on an approved jacking pad within designated maintenance areas?	( ) Yes ( ) No ( ) N/A	
27	Are prestart inspections being conducted prior to operation of all vehicles and equipment?	( ) Yes ( ) No ( ) N/A	
28	Are vehicles and equipment parked in designated park up areas in accordance with park up procedures?	( ) Yes ( ) No ( ) N/A	
29	Are physical barriers installed in park up areas to prevent unplanned vehicle/equipment movement?	( ) Yes ( ) No ( ) N/A	
30	MANAGERS / GENERAL MANAGERS	(X) Yes ( ) No	
31	Is a maintenance shedule/program in place to ensure that cranes and forklifts are maintained and lifting jacks and stands are certified, inspected?	( ) Yes ( ) No ( ) N/A	
32	Are work procedures available for maintenance tasks?	( ) Yes ( ) No ( ) N/A	
33	Where procedures are not available is a process in place for doing a risk assessment (JSA ) before the task?	( ) Yes ( ) No ( ) N/A	
34	Is an Isolation Register in place and available for cross referencing to ensure equipment is correctly isolated?	( ) Yes ( ) No ( ) N/A	
35	Are all personnel aware of the locking and tagging procedure for isolating equipment?	( ) Yes ( ) No ( ) N/A	
36	Is a procedure in place to ensure hydraulic and air systems on equipment have been depressurised?	( ) Yes ( ) No ( ) N/A	
37	Are resources available to prevent unplanned movement or vehicles and equipment, e.g. wheel chocks, physical barriers in parking areas, etc.	( ) Yes ( ) No ( ) N/A	
38	Is there a process in place to ensure that the rated load capacity marked on static stands and hydraulic lifting jacks is not exceeded ?	( ) Yes ( ) No ( ) N/A	

Item #	Prompt	Responses	Comments
39	Is all planned maintenance conducted on approved jacking pad located within the designated maintenance area?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
40	In an event of an unplanned movement incident, is specific vehicle extraction equipment available from the emergency response team?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Item #	Prompt	Responses	Comments
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2	Am I competent and authorised to operate, drive or undertake maintenance work on equipment?		
3	Have I checked that cranes and forklifts are maintained in accordance with the maintenance sche		
4	Prior to starting any maintenance work have I obtained the relevant work procedure, or if no work place have I taken part in a Job Safety Analysis (JSA)?		
5	Have I crossed referenced the isolation register and procedure, and isolated the equipment by loc out the isolation point?		
6	Have I ensured that the hydraulic and air systems on the equipment have been depressurised?		
7	Have I chocked wheels to prevent forward and backward movement of equipment?		
8	Am I using certified and inspected hydraulic lifting jacks and static stands?		
9	Have I checked to ensure the rated load capacity marked on stands or jacks is not exceeded?		
10	Am I aware that I must only carry out planned maintenance on an approved jacking pad located w designated maintenance area?		
11	Do I always do a prestart inspection before driving a vehicle or operating equipment?		
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15	Do I park vehicles and equipment in the designated park up area in accordance with park up proc		
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17	SUPERVISORS / SUPERINTENDENT		
18	Are all persons fit, competent and authorised for their assigned task?		
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30	MANAGERS / GENERAL MANAGERS		
31	Is a maintenance shedule/program in place to ensure that cranes and forklifts are maintained and stands are certified, inspected and serviced by an authorised service agent?		
32	Are work procedures available for maintenance tasks?		
33	Where procedrues are not available is a process in place for doing a risk assessment (JSA ) befo		
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35	Are all personnel aware of the locking and tagging procedure for isolating equipment?		
36	Is a procedure in place to ensure hydraulic and air systems on equipment have been depressuris		
37	Are resources available to prevent unplanned movement or vehicles and equipment, e.g. wheel c barriers in parking areas, etc.		
38	Is there a process in place to ensure that the rated load capacity marked on static stands and hyc jacks is not exceeded to prevent overloading or stressing equipment.		
39	Is all planned maintenance conducted on approved jacking pad located within the designated mai		

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40	In an event of an unplanned movement incident, is specific vehicle extraction equipment such as and lifting ramps available from the emergency response team?		