



**WORKSAFE VICTORIA**

# REGISTRATION/NOTIFICATION OF ALTERED PLANT DESIGN

April 2011

Office use only checklist (please circle)

This Registration will also be considered a Notification of Plant Design under *Equipment (Public Safety) Regulations 2007*. Please refer to General Information and Instructions at the end of this form for guidance on completing and submitting this application.

### 1. Register's Details

Registration submitted by: (tick as appropriate)

- Person to Whom Existing Plant Design Confirmation/Approval issued
- Person with Management and Control of Altered Item of Plant

Is part 1 complete?  
Y N

### 2. Entity (Person) Registering Plant Design

(Complete section 2.1 and 2.1.1 if applying on behalf of an Organisation. Complete Section 2.2 if applying as an individual)

#### 2.1 Organisation Details

Full Legal Name of Organisation

Trading As

ABN

ACN



Registered Office Address

Suburb/Town

State

Postcode

Street Address/Postal Address

Suburb/Town

State

Postcode

#### 2.1.1 Contact Person's Details

Title

Surname

Given Name

Telephone

Mobile

Fax

Area Code

Area Code

Email Address

#### 2.2 Individual Details

Title

Surname

Given Name

ABN

Telephone

Mobile

Fax

Area Code

Area Code

Email Address

Street Address

Suburb/Town

State

Postcode

Is section 2 complete?  
Y N

Details verified to ID?  
Y N

ID Ref

Trim No.

### 3. Details of Existing Plant Design

Design Confirmation/Registration Number

Or

Design Approval Number

Name of Issuing Authority

Attach a copy of the Confirmation/Approval if available

Has Plant been Manufactured to the Existing Design?

 Yes No

Is part 2 complete?

Y N

### 4. Designer of Alteration

Name

Employed by

Business Address

Postcode

Postal Address

Postcode

Telephone

Facsimile

Mobile

Email

List Title, Number and year of Publication of any Published Technical Standards used in the Design Alteration\*

  

List Title and Author of Documented Design Principals used in the Design Alteration\*

\*This information must be provided, as applicable

Is part 3 complete?

Y N

### 5. Design Verifier's Statement (Design verifier must not have participated in the design)

Please complete the verifier's signature in blue ink and include original signed copy in the submission.

Name

Qualifications

Employed by

Business Address

Postcode

Postal Address

Postcode

Telephone

Facsimile

Mobile

Email

I hereby verify that the design portrayed on this registration has been produced in accordance with the record of published technical standards and/or engineering principles recorded by the designer.

Signature

Date

Print Name

Verifier details complete?

Y N

**Note: The Code of Practice for Plant states that Design Verifiers should have acquired through academic qualifications or design experience, the knowledge and skills to independently verify the tasks performed by the designer.**

## 6. Attached Representational Drawing

All text in drawings and accompanying documentation submitted must be in the English language.

Title of Drawing

Drawing Number

Revision Number

Drawings?

Y N

**WARNING: Any drawings submitted may be subject to Freedom of Information requests. Information relating to trade secrets or other matters of commercial or financial nature should be marked 'TRADE SECRET'.**

## 7. Reasons for Alteration


Is part 6 complete?

Y N

Description of Alteration


Manufacturer or Proposed Manufacturer of Alteration

Old Model Number

## 8. Plant Identification and Technical Details (complete the relevant section for the plant type applicable to this Registration)

### 8a. Pressure Equipment - Boiler

This refers to a boiler as defined in AS/NZS 1200 Pressure equipment with a hazard level A, B, C or D as determined by AS 4343 Pressure equipment – Hazard levels.

Manufacturer

Model Number

Type (Tick one):

- |   |   |
|---|---|
| <input type="checkbox"/> Water Tube BWT | <input type="checkbox"/> Coil Type Steam Generator BSG        |
| <input type="checkbox"/> Fire Tube BFT  | <input type="checkbox"/> Vertical Tubeless BVT                |
| <input type="checkbox"/> Electric BEL   | <input type="checkbox"/> Other (specify) <input type="text"/> |

#### Technical Details

Boiler Output MW  Design Pressure MPa

Volume (Litres)  Design Temp. Deg. C

Boiler Firing Medium (specify)

What does the Boiler Produce?  Steam  Hot Water > 100°C  Other (specify)

Attendance Category of boiler to AS 2593  Fully Attended  Limited Attendance  Unattended

BOILER HAZARD LEVEL AS PER AS 4343  A  B  C  D  
(attach determination calculations)

Relevant details for plant type completed?

Y N

Boiler make?

Y N

Boiler type?

Y N

Firing medium?

Y N

Technical details

Y N

Hazard level?

Y N

Attendance category

Y N

## 8. Plant Identification and Technical Details (cont.)

### 8b. Pressure Equipment - Pressure Vessel

This refers to a pressure vessel as defined in AS/NZS 1200 Pressure equipment, with a hazard level A, B, C or D as determined by AS 4343 Pressure equipment – Hazard levels, or a fired heater, or a gas cylinder. It does not include a boiler or pressure piping.

Name of Vessel  Manufacture of Vessel

Model Number/Identification Number

#### Steam Vessel (Tick one)

Steam Jacketed Vessel PEJ  De-aerator PED  Steam Vessel with Quick Actuating Closure PEQ

Other Steam Vessel PEO (specify)

#### Miscellaneous Vessel (Tick one)

Air Receiver PAR  Process Vessel (including heat exchangers) PEP  
 Auxiliary Vessel PEA  Static Storage (non corrosive) PSN  
 Static Storage (corrosive) PSC  Vacuum Vessel VAC  
 Buried or Mounded Vessel PEB  Water Heaters PWH  
 Fire Heaters/Convection Bank PFH  Static Low Temperature Vessel PSL  
 Refrigeration & Air Conditioning Vessel PRA  Heated Vessel (other than steam) with Quick Acting Closure PHQ

#### Transportable Pressure Vessel (Tick one)

Bulk (LPG, ammonia) – Quenched & Tempered Construction PTQ  Powder Discharge – Carbon Steel Construction PDC  
 Bulk (LPG, ammonia) – Carbon Steel Construction PTC  Powder Discharge – Aluminium Construction PDA  
 Low Temperature PTL  Automotive - LPG Fuel Vessel  
 Other (specify) PTO   Gas Cylinders per AS 2030 - PVG  
 Specially Produced Vessel per AS 2971

#### Technical Details

Details (e.g. Tube, Shell, Jacket, etc.)

Design Pressure (Max/Min) MPa   Volume (litres)  Design Temp (Max/Min) °C

Details (e.g. Tube, Shell, Jacket, etc.)

Design Pressure (Max/Min) MPa   Volume (litres)  Design Temp (Max/Min) °C

Vessel Content(s)

Vessel Contents Hazard Category (tick one)  Lethal  Very Harmful  Harmful  Non Harmful

PRESSURE VESSEL HAZARD LEVEL AS PER AS 4343  A  B  C  D  
(attach determination calculations)

### 8c. Tower Crane (including Self-Erecting Tower Crane)

This refers to a boom or jib crane mounted on a tower structure.

Self Erecting Tower Crane

Manufacturer of Crane

Model Number/Identification Number

Type (tick one)  Non Luffing  Luffing

If Luffing type, how is the crane luffed?  Winch  Hydraulic Cylinder

#### Technical Details

Max SWL  t Max Boom Length  m Max Radius  m Max Free Standing Height  m

Miscellaneous  Concrete Base  Steel Grillage  Rail Mounted  Internal Climber

Vessel type?

Y N

Technical details?

Y N

Vessel contents?

Y N

Hazard category?

Y N

Hazard level?

Y N

Crane maker?

Y N

Model number?

Y N

Crane type?

Y N

Technical details?

Y N

## 8. Plant Identification and Technical Details (cont.)

### 8d. Lift/Escalator/Moving Walk

This refers to permanent plant, or plant intended to be permanently installed in or attached to a building or structure in which people, goods or materials may be raised or lowered within a car or cage, or on a platform and the movement of which is restricted by a guide or guides and includes an escalator, moving walk and stairway lift.

Manufacturer of Lift

Model Number/Identification Number

#### Type (Tick all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Passenger                        | <input type="checkbox"/> Goods           |
| <input type="checkbox"/> Escalator LES                    | <input type="checkbox"/> Electric LPE    |
| <input type="checkbox"/> Stairway LSW                     | <input type="checkbox"/> Hydraulic LPH   |
| <input type="checkbox"/> Special Purpose (industrial) LSP | <input type="checkbox"/> Service LSL     |
| <input type="checkbox"/> Limited Mobility LMB             | <input type="checkbox"/> Moving Walk LMW |
| <input type="checkbox"/> Water LWW                        | <input type="checkbox"/> Inclined LIC    |

#### Technical Details

Max SWL/Rated Load  kg No of Passengers  Speed of Lift  (m/s)

Number of Floors Served

Size of Car Length  m Width  m Height  m Floor area  m<sup>2</sup>

Lift Motor Control  Single Speed AC  Two Speed AC  Variable Voltage AC  
 Variable Frequency  Variable Voltage DC-Static  Variable Voltage DC-Motor Generator  
 Other

### 8e. Building Maintenance Unit

This refers to a power operated appliance with a suspended platform permanently installed or intended to be permanently installed on a building and specifically designed to provide access to the facade of the building for persons working from the platform.

Manufacturer of Unit

Model Number/Identification Number

#### Technical Details

Max SWL  kg Number of Floors Served

Size of Platform Length  m Width  m Height of Box  m

Hoist Motor Location  Platform  Roof Hoist Power Source

### 8f. Hoist

This refers to an appliance intended for raising or lowering a load or people, and includes a mast climbing work platform, personnel and materials hoist, scaffolding hoist and serial hoist but does not include a lift or building maintenance equipment.

Manufacturer of Hoist

Model Number/Identification Number

#### Type (Tick one)

- |  |   |
|--|---|
| <input type="checkbox"/> Scissor Lift                | <input type="checkbox"/> Scaffolding Hoist                    |
| <input type="checkbox"/> Serial Hoist                | <input type="checkbox"/> Aerial Platform                      |
| <input type="checkbox"/> Personnel & Materials Hoist | <input type="checkbox"/> Other (specify) <input type="text"/> |

#### Technical Details

Max SWL  kg Max Working Height  m Max Free Standing Height  m

Power Source

Lift maker?

Y N

Lift type?

Y N

Technical details

Y N

BMU maker

Y N

Technical details?

Y N

Hoist maker?

Y N

Model Number?

Y N

Hoist Type?

Y N

Technical details?

Y N

## 8. Plant Identification and Technical Details (cont.)

### 8g. Suspended Work Box

This refers to a personnel carrying device, designed to be suspended from a crane (does not include a Forklift Truck Work Platform).

Manufacturer of Work Box

Model Number/Identification Number

#### Technical Details

Max SWL  kg Suspension System

Size of Work Box Length  m Width  m Height of Box  m

### 8h. Amusement Structure (excluding Class 1 structures)

This refers to powered equipment operated for hire or reward that provides entertainment or amusement through movement of the equipment, or part of the equipment, or when passengers travel on, around or along the equipment.

Manufacturer of Structure

Model Number/Name

#### Type (Tick one)

Fixed Structure ASF  Mobile Structure ASM Class According to AS 3533

#### Technical Details

Power Source

Type of Structure: (eg Ferris Wheel, Roller Coaster, Chair Lift etc)

Name of Amusement Ride

### 8i. Prefabricated Scaffolding

This refers to an integrated system of prefabricated components manufactured in such a way that the possible geometry of assembled scaffolds is pre-determined by the designer.

Manufacturer of Prefabricated Scaffolding

Model Number/Identification Number

Modular Type SPM  Tower Frame Type SPT  Frame Type SPF

Description of Design (including duty live loads, height etc.)

  

### 8j. Boom Type Elevating Work Platform

This refers to a telescoping device, hinged device, or articulated device or combination of those devices used to support, elevate and position personnel, equipment or materials by means of a platform.

Manufacturer of Platform

Model Number/Identification Number

Type (Tick one)  Vehicle Mounted  Self Propelled

#### Technical Details

Propulsion Type  Self Propelled  Pedestrian Controlled  Manually Propelled

Max SWL  kg Max Working Height (to bottom of basket)  m Max Radius  m

Boom Type  Hydraulic Extension  Knuckle Boom

Work Box maker?

Y N

Technical details?

Y N

Structure maker?

Y N

Structure type?

Y N

Technical details?

Y N

Prefabricated Scaffolding maker?

Y N

Scaffolding type?

Y N

Scaffolding description?

Y N

Platform maker?

Y N

Model number?

Y N

Platform type?

Y N

Technical details?

Y N

## 8. Plant Identification and Technical Details (cont.)

### 8k. Gantry Crane/Bridge Crane

"Gantry Crane" refers to a crane which consists of a bridge beam or beams, which are supported at one or both ends by legs mounted to end carriages and is capable of travelling along runways and has one or more hoisting mechanisms.

"Bridge Crane" refers to a crane comprising a bridge beam or beams, mounted to end carriages at each end, capable of travelling along elevated runways and having one or more hoisting mechanisms.

Manufacturer of Crane

Model Number/Identification Number

#### Type (Tick one)

- Gantry Crane with SWL Greater than 5 Tonnes CGY  
 Bridge Crane with SWL Greater than 10 Tonnes CBG  
 Gantry Crane or Bridge Crane handling Molten Metal CMM  
 Gantry Crane or Bridge Crane Handling Dangerous Goods CDG

#### Technical Details

Max SWL  t    Number of Hoists     Hoist Capacities  t  t

Max Height of Bridge above Ground  m    Max Span of Bridge  m

Control Type     Cabin     Pendant/Radio

### 8l. Vehicle Hoist

This refers to a hoist which is permanently installed or intended to be permanently installed in a workplace or equipment site to elevate a vehicle to allow work to be performed on the vehicle.

Manufacturer of Hoist

Model Number/Identification Number

Type (Tick one)     1 Post     2 Post     4 Post etc     Scissor

#### Technical Details

Max SWL  kg    Max Working Height  m

### 8m. Mast Climbing Work Platform

This refers to a plant with a working platform used to support and elevate personnel, equipment and materials by means of a drive system which moves along an extendable mast.

Manufacturer of Platform

Model Number/Identification Number

Mast Type     Single    or     Double

Type of Base     Fixed    or     Trailer Mounted     Other

#### Technical Details

Max SWL  kg    Max Working Height  m    Max Free Standing Height  m

### 8n. Mobile Crane

This refers to a crane with an SWL (safe working load) greater than 10 tonnes, capable of travelling over a supporting surface without the need for fixed runways (includes Vehicle Loading Cranes).

Manufacturer of Crane

Model Number/Identification Number

Type (tick one)     Truck CMT     Tractor CMR     Crawler CMC

#### Technical Details

Boom Type     Fixed Length     Hydraulic Extension     Lattice

Slewing/Non Slewing  Luff Type     Hydraulic Cylinder     Winch     Non Luffing

Max SWL  t    Max Boom Length  m    Max Radius  m

Crane maker?

Y    N

Crane type?

Y    N

Technical details?

Y    N

Hoist maker?

Y    N

Model number?

Y    N

Hoist type?

Y    N

Technical details?

Y    N

Mast maker?

Y    N

Mask maker?

Y    N

Technical details?

Y    N

Crane maker?

Y    N

Model number?

Y    N

Crane type?

Y    N

Technical details?

Y    N

## 9. Declaration

I,  declare that all the information contained in and accompanying this application is, to the best of my knowledge, true and correct. I understand that this is an offence under the *Occupational Health and Safety Act 2004* to provide false or misleading information.

Signature of Person seeking Registration/Notification of Alteration

Date

Witnessed by (signature) – witness must be at least 18 years of age

Print Name

Telephone

Declaration signed and dated?

Y N

Witness?

Y N

**WARNING: The provision of false and misleading information is an offence under the Legislation**

## 10. Payment Options

The fee for this Registration is \$52.00  
(No GST applies to this application.)

**Paying by mail**

I wish to pay by: Cheque  OR Money order   
Make cheque/money order payable to WorkSafe Victoria.

**Paying by credit card**

I wish to pay by credit card.   
Please charge payment of \$  to my:

Mastercard

Visa

Card No.

Expiry Date

Cardholder Name

Signature

Fee paid?

Y N

Receipt No?

Receipt date?

\_\_\_/\_\_\_/\_\_\_

## 11. General Information and Instructions

1. This form is for the Registration of Alteration of Plant Design specified in Part 1 of Schedule 2 as required by Part 3.5 - Division 7 of the *Occupational Health and Safety Regulations 2007*.
2. The Design Verifier must not have participated in the design of the plant.
3. The Declaration in Part 9 must be signed and dated by the person registering the alteration of design.
4. The required fee of \$52.00 must accompany the Registration.
5. Failure to provide all of the necessary documentation may result in the registration not being processed.
6. Incomplete or unsigned registrations may not be processed.

Confirmation OK to issue?

Y N

## 12. Collection of Personal Information

Personal and/or health information collected by WorkSafe Victoria (WorkSafe) in connection with this application will be used for the purpose of assessing this and any associated applications. The information collected may also be used in the administration and enforcement of legislation administered by WorkSafe, including the *Occupational Health and Safety Act 2004* and the *Dangerous Goods Act 1985*, the administration and evaluation of WorkSafe's programs generally and for law enforcement functions and legal proceedings.

WorkSafe may disclose personal and/or health information for public health and safety purposes. It may disclose that information to other government agencies, including emergency services, law enforcement and security agencies, including Victoria Police. WorkSafe may also disclose personal and/or health information to its contractors and agents, to a court or tribunal, to other regulatory agencies and to any person authorised to whom it relates, or by law, to obtain it.

WorkSafe may disclose a person's licence status to employers, prospective employers or members of the public who wish to check this status.

Collection of your personal and/or health information may be required by the *Occupational Health and Safety Act 2004* or *Dangerous Goods Act 1985* and associated regulations. If you do not provide any or all of the information your application may not be accepted or processed. You may access your personal information held by WorkSafe by contacting the Freedom of Information and Privacy Team. WorkSafe's Privacy Policy is available at [worksafe.vic.gov.au](http://worksafe.vic.gov.au).

Confirmation No.

Date of issue

\_\_\_/\_\_\_/\_\_\_

Officer signature

## 13. Further Information

**Submit your completed application form and all supporting documentation to:**

WorkSafe Victoria  
Licensing Branch  
GPO Box 4293  
Melbourne Victoria 3001

**For enquiries on completing this application contact:**

WorkSafe Licensing Branch

Telephone

1300 852 562

Email

[licensing@worksafe.vic.gov.au](mailto:licensing@worksafe.vic.gov.au)

Audited by

Date audited

\_\_\_/\_\_\_/\_\_\_

**Note: Unsigned or incomplete applications or applications not accompanied by the required documentation may not be processed.**

Further information relating to Plant Design and Registration is available on our website at [worksafe.vic.gov.au](http://worksafe.vic.gov.au).