

# Registered Plant Inspectors

## General Criteria for Registration

*Workplace Health and Safety Act 1995*

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## 1. Scope

In order to maintain particularly hazardous plant in the workplace in good working order, there is a requirement under the *Workplace Health and Safety Regulations 1998* that periodic inspections of registered plant be conducted.

This guide sets out:

- 1.1 The general competency requirements, application and assessment procedures for individuals seeking registration as Registered Plant Inspectors under State legislation;
- 1.2 The specific requirements for Registered Plant Inspectors providing certification services at the fabrication, commissioning, installation or in-service inspection of particular types of plant, which are registered as required under State legislation.

The information contained in this documentation should be read in conjunction with the requirements for the inspection of specific types of registered plant and the references listed in Section 2.

**Note:** The requirements for registered plant inspectors may be altered to reflect changes in Tasmanian legislation, approved codes of practice or Australian Standards as they occur.

## 2. References

- 2.1 *Workplace Health and Safety Act 1995*
- 2.2 *Workplace Health and Safety Regulations 1998*
- 2.3 Specific Criteria:
  - Inspector of Pressure Equipment
  - Inspector of Lifting Machinery
  - Inspector of Vehicle Hoists
  - Inspector of Amusement Structures
  - Inspector of Mine Winders

## 3. Proforma's (See Appendices)

- |       |   |
|-------|---|
| ACP01 | Application for registration as a Registered Plant Inspector. |
| ACP02 | Monthly Summary Report — Inspection of Registered Plant.      |
| ACP03 | Certificate of Inspection of Registered Plant (Sample Only).  |
| ACP04 | Right of Appeal – Information Sheet                           |

#### 4. Classification of Registered Plant Inspectors.

| CLASSIFICATION  | CODE |
|---|------|
| <b>Inspector of Pressure Equipment:</b>   |      |
| Certification of Pressure Vessels   | CPV  |
| Certification of Pressure Vessels and Boilers   | CPVB |
| Fabrication of Pressure Vessels   | FPV  |
| Fabrication of Pressure Vessels and Boilers   | FPVB |
| <b>Inspector of Lifting Machinery: Lifts</b>  |      |
| Passenger, Goods Lift   | LPG  |
| Service Lifts   | LS   |
| Escalators, Moving Walks  | LEMW |
| Stairway Lifts  | LSL  |
| Low Rise Platforms — Restricted Use   | LLRP |
| Non-automatically Controlled Lifts  | LNAC |
| Industrial, Inclined Lifts  | LII  |
| Building Maintenance Units  | LBMU |
| Men & Material Hoists   | LMM  |
| Hoists with a platform movement in excess of 2.4m, designed to lift people or on which persons may be supported | LH   |
| <b>Inspector of Lifting Machinery: Cranes</b>   |      |
| Men and Material Hoists   | CMM  |
| Material Hoists   | CMH  |
| Mobile Cranes over 10T SWL  | CMC  |
| Tower Cranes  | CTC  |
| Boom Type Elevating Work Platforms  | CBWP |
| Boom Type Truck Mounted Concrete Placing Units  | CBPC |
| Building Maintenance Units  | CBMU |
| Hoists with a platform movement in excess of 2.4m, designed to lift people or on which persons may be supported | CH   |
| <b>Inspector of Vehicle Hoists:</b>   |      |
|   | VH   |
| <b>Inspector of Amusement Structures:</b>   |      |
|   | AS   |
| <b>Inspector of Mine Winders:</b>   |      |
|   | MW   |

## 5. General competencies required for becoming a Registered Plant Inspector

- 5.1 An applicant must not suffer from any impediment, ailment or dependence that may hinder or obstruct their capacity to inspect the type of plant for which registration is sought.

**Note:** All applicants will be required to sign a declaration confirming their state of health and well being before registration as a registered plant inspector is granted.

- 5.2 The applicant may have a degree, diploma or certificate in engineering and/or post trade or professional experience or equivalents in such areas as maintenance, repair, construction, fabrication, installation or commissioning of plant as may be defined in the relevant standards and/or codes of practice.
- 5.3 The applicant should have been employed in a position of responsibility covering such areas as maintenance, repair, construction, erection, alteration, commissioning or inspection of the type of plant for which registration is sought.
- 5.4 The applicant must have an understanding of occupational health and safety and have a sound knowledge of their responsibilities as a registered plant inspector in the workplace as prescribed in legislation and the relevant codes of practice.

## 6. Applying to become a Registered Plant Inspector

- 6.1 A person wishing to become a Registered Plant Inspector must submit an application on the appropriate form (Form ACP01) available from Workplace Standards Tasmania.
- 6.2 With the application form, an applicant must submit copies of documentary evidence substantiating his/her claims. Such documentation will consist of at least the following:
- (i) Signed declarations from current and past employers testifying to the work, experience and responsibilities exercised by the applicant in the area/s for which registration is sought, and
  - (ii) Evidence of qualifications held and any courses completed.

**Note:** (i) The applicant may include copies of any other documentation that will assist in substantiating his/her claims of competency.  
(ii) Original documentation must **NOT** be included with the application form.

- 6.3
- (i) an application fee (see Section 6.4 and Form ACP01 Section 8) must accompany the application.
  - (ii) Once an application is accepted, an applicant will be notified of the acceptance and will be required to submit an assessment fee prior to undergoing further assessment.
  - (iii) If successful in the assessment process, an applicant will be required to forward an initial registration fee prior to being granted registration.
  - (iv) An additional fee is payable for any number of additional classes of registration sought.
  - (v) Registered Plant Inspectors will be required to re-register every three years.
- 6.4 The fee structure for a Registered Plant Inspector is shown in Section 21.

## **7. Assessment**

- 7.1**
- (i) If an application appears to satisfy the necessary competency requirements for a registered plant inspector, then the applicant will be requested to complete a written examination and appear before a review panel.
  - (ii) If seeking registration to inspect more than one type of registered plant, an applicant may have to undertake an examination and review for each class of plant.
  - (iii) If, in the opinion of the review panel, the application indicates that the applicant does not meet requirements, then the applicant will be advised in writing why registration has been refused
- 7.2** Before being permitted to undertake the written examination, an applicant will be required to confirm that they have read and understood the general and specific criteria and meets the competency requirements for registered plant inspectors.
- 7.3** If successful in the written examination, the applicant will undergo a panel interview when the results of the examination will also be reviewed.
- 7.4**
- (i) If the results of the written examination and the panel interview confirm that the applicant has the necessary competencies to conduct inspections of registered plant, then the applicant will be advised that registration will be granted.
  - (ii) In the event that the applicant, after the written examination and panel assessment, is considered not to have the required competencies to be a plant inspector, written advice will be provided as to the areas where competency is lacking.

## **8. Operational procedures**

**8.1** A registered plant inspector must:

- (i) Be a natural person (defined as '*a human being as distinguished from an artificial person or corporation recognised by law, e.g., a company*');
- (ii) Clearly define the areas of plant inspection for which registration has been granted by Workplace Standards Tasmania;
- (iii) Be able to demonstrate, on request, the capacity for providing the required inspection services to current Australian Standards, approved Codes of Practice and industry protocols;
- (iv) Not engage in any activities that may conflict with the role of an inspector;
- (v) Establish and maintain a suitable library of Australian Standards and approved Codes of Practice.

**8.2** The registered plant inspector must have procedures for:

- (i) Clear demarcation between actual inspection services and other functions;
- (ii) Limiting functions, while performing an inspection, to those for which the registered plant inspector has been specifically engaged;
- (iii) Ensuring that the integrity of inspections or inspection results are not compromised by external or internal relationships;
- (iv) Addressing discrepancies detected during inspections;
- (v) Dealing with complaints;
- (vi) Any other procedures that may be required to ensure the functioning of the registered plant inspector's inspection system.

**8.3** A registered plant inspector may perform 'in-house' certification inspection of registered plant provided that:

- (i) The employer organisation of the registered plant inspector implements and maintains an accredited quality assurance system to Australian Standards quality management and quality assurance codes (AS 9000 series) or equivalent and addresses the competency of inspection personnel and inspection independence criteria meeting the requirements of EN 45004 — General criteria for the operation of various types of bodies performing inspection, or;
- (ii) The employer organisation of the registered plant inspector can provide Workplace Standards Tasmania sufficient documentary evidence meeting industry specific code requirements and those of EN 45004.

## **9. Inspection methods and procedures**

**9.1** The registered inspector must use any methods and procedures detailed in the requirements of legislation, standards, codes of practice and manufacturer's instructions against which an inspection is to be performed.

**9.2** (i) The registered inspector must have and use adequate documented instructions on inspection techniques, where the absence of such instructions could jeopardise the efficacy of the inspection process.

(ii) Instructions, standards, written procedures, worksheets, check lists and reference data relevant to the work of the registered plant inspector must be maintained up- to-date and be made readily available to Workplace Standards Tasmania upon request.

(iii) The results of inspections conducted must be recorded and maintained as part of the registered inspector's record system and be able to be made readily available to Workplace Standards Tasmania.

**9.3** (i) When it is necessary to use methods or procedures which do not conform to current standards or protocols, any deviations, additions to or exclusions from must be recorded.

(ii) The registered plant inspector may be required to justify any such variations.

**9.4** The registered plant inspector must identify, meet and adhere to all necessary requirements to ensure the safety of personnel and plant during inspection, operation or maintenance of the particular type of registered plant.

## **10. Appeal Rights**

**10.1** People who are aggrieved by a decision made by a person registered in accordance with regulation 46 of the Workplace Health and Safety Regulations 1998 as a Registered Plant Inspector may, within 14 days after the notice is served or the decision is made, appeal to the Secretary who may, unless they dismisses the appeal, revoke or vary the notice or decision.

**10.2** Registered Plant Inspectors will now need to consider these appeal rights when you are conducting their inspections and provide additional information to their client and other affected persons.

**10.3** To assist you I have provided a sample document (attached), which should be given to the person to whom your decision relates or applies to. This must be given at the time of the decision being made.

## **11. Viability**

11.1 A registered plant inspector, who is not self-employed, must be provided with the necessary resources to effectively perform the duties and assume the responsibilities for which the registration has been granted.

11.2 A registered plant inspector should have public liability insurance.

## 12. Records

12.1 A suitable record system must be maintained by the registered plant inspector. The record system must satisfy any legal requirements.

12.2 The registered plant inspector must retain inspection records, original observations, calculations and derived data, and final inspection reports for at least three years.

12.3 The records of each inspection must contain sufficient information to permit a satisfactory repetition of the inspection.

## 13. Reports

13.1 The work performed by a registered plant inspector must be covered by a report to the client engaging the inspector and must accurately, clearly and unambiguously convey the results of any inspection or investigation.

13.2 Each report must clearly and distinctly identify the particular item of plant to which it refers, and the name of the registered plant inspector who conducted the inspection.

13.3 Corrections or additions to an inspection report, which has been issued, must be made only by a further document appropriately marked.

For example, "Supplement to Inspection Report identified as ....."

13.4 At the end of each month, a registered plant inspector will provide Workplace Standards Tasmania with a summary of inspections conducted during that month.

This information must be provided on the standard form "Monthly Summary of Inspection (Form ACP02)" - See Appendix 2.

13.5 An example of a suitable form of a Certificate of Inspection to accompany the Inspection Report is shown in Appendix 3.

## 14. Confidentiality and security

14.1 The registered plant inspector must have procedures which ensure the security of proprietary rights or any confidential information received during the course of work.

14.2 The registered plant inspector must be willing to abide by any terms or conditions that may be imposed by clients regarding confidentiality or security of any information, manufacturing processes, market information, volume or value of production of which the registered plant inspector may become aware of in the course of any work.

14.3 Staff utilised from time to time by the registered plant inspector must be required to ensure security and confidentiality of their work.

14.4 In the event that the security of records and/or information, held or received by an registered plant inspector during the course of work, is breached in any manner, (including by a person engaged by the registered plant inspector), the registered plant inspector must immediately advise their clients.

## 15. Sub-contracting

- 15.1** In the event that a registered plant inspector sub-contracts any part of an inspection, for whatever reason, to a third party, the registered plant inspector is responsible for ensuring that all the responsibilities and obligations for that part of the inspection are fully met.
- 15.2** The registered plant inspector must ensure and be able to demonstrate that the sub-contractor is competent to perform the services in question and where applicable complies with the criteria stipulated in this guide and with any other requirements for the work being sub-contracted.
- 15.3** The registered plant inspector must record and maintain details of the review of the competency of the sub-contractors.
- 15.4** The registered plant inspector must record the details of all work performed by any sub-contractor and meet the requirements as outlined in Section 12 of this document.
- 15.5** All records regarding sub-contractors and the work performed must be made readily available for auditing or when requested by Workplace Standards Tasmania.

## **16. Facilities and equipment**

- 16.1** A registered plant inspector must have adequate facilities and equipment to perform activities associated with the inspection of the particular type of plant.
- 16.2** (i) The registered plant inspector must ensure that all inspection, measuring and test equipment is handled and stored in such a way that the accuracy and fitness for use is maintained.
- (ii) The registered plant inspector must have documented procedures for the calibration of any necessary test equipment.
- (iii) The records of all test equipment calibrations must be maintained and be made available to Workplace Standards Tasmania for audit or when requested.

## **17. Co-operation**

A registered plant inspector must afford a client reasonable co-operation to enable the client to monitor the performance of the inspection in relation to a contract.

## **18. Audit**

- 18.1** Registered plant inspectors will be audited by Workplace Standards Tasmania on an 'as needs' basis to ensure that inspection standards and records are maintained.
- 18.2** For audit purposes:
- (i) Registered plant inspectors may be called upon to produce records, copies of standards or codes of practice, evidence of inspections, inspection reports, equipment calibration reports and provide assistance in site visits;
- (ii) Clients of a registered plant inspector may be selected, at random, and interviewed by Workplace Standards Tasmania:
- (iii) Items of plant inspected by a registered plant inspector may be selected at random and inspected by Workplace Standards Tasmania.
- 18.3** The re-registration of a plant inspector will be governed by the results of auditing and/or the performance of the registered plant inspector in conducting inspections and meeting the requirements of Workplace Standards Tasmania and Tasmanian legislation.

## **19. Re-registration**

- 19.1** (i) Registration is for a period of three years.
- (ii) Re-registration is the responsibility of the registered plant inspector.
- (iii) Any Certificates of Inspection issued after the expiry date of a registration **will not** be valid.
- 19.2** Applications for re-registration as a registered plant inspector must be made on the appropriate form (Form ACP01) and be accompanied by the appropriate fee (See Section 21).
- 19.3** Registered Inspectors, who have not conducted any inspections during a registration period or have allowed their re-registration to lapse for a period of ninety days or more, will be reviewed and may have to appear before a review panel before re-registration is granted.

## **20. De-Registration**

- 20.1** Where inappropriate standards of operation or behaviour are detected, the registered plant inspector will be advised in writing of the infringement and may be:
- (i) Issued with an official warning:
- (ii) Required to attend a review panel hearing.
- 20.2** The review panel may recommend to the Director of Industry Safety that:
- (i) Demerit points be recorded appropriate to the severity of the offence:
- (ii) The registered plant inspector be deregistered.
- 20.3** Demerit points have no legal standing and will be issued for internal purposes only. However, where a registered plant inspector accumulates 10 or more demerit points within the three year registration period, the matter will automatically be referred to the review panel which will be directed that it must recommend deregistration except where there are significant mitigating circumstances.
- 20.4** Before the de-registration of the plant inspector takes effect, he or she will have a right of appeal to the Appeal Tribunal which is constituted by a Magistrate.
- 20.5** De-registered plant inspectors may reapply for registration after a period specified by the review panel. This period will be not less than three (3) months.
- 20.6** De-registered plant inspectors applying for re-registration as plant inspectors will go before the review panel which may give consideration to the applicant's past conduct when making an assessment of the suitability of the applicant for re-registration.
- 20.7** Aggrieved registered plant inspectors may appeal any decision of the review panel to the Appeal Tribunal.
- 20.8** Demerit points will be recorded on the following basis:

**Infringement Table****Points Lost**

|   |    |
|---|----|
| Fatal or serious bodily injury or illness attributed to faulty inspection of plant. | 10 |
| Critical hazard(s) undetected during inspection.                                    | 10 |
| Failure to carry out mandatory testing of safety devices.                           | 10 |
| Failure to inform and report to client plant hazard(s) detected during inspection.  | 9  |
| Providing false or misleading information to Workplace Standards Tasmania.          | 9  |
| Major undetected site safety hazard(s).   | 8  |
| Inspection or testing overlooks major plant safety element(s) or hazard(s).         | 8  |
| Faulty, inaccurate, incomplete record keeping.                                      | 8  |
| Failure to follow personal, safe inspection procedure.                              | 6  |
| Failure to provide or wear approved type safety equipment or protective clothing.   | 4  |
| Minor incorrect record keeping procedure.   | 2  |
| Minor plant or site safety hazard(s) undetected.                                    | 2  |
| Minor safety infringement or breach.  | 2  |
| Minor record keeping error.   | 1  |

**Definitions:**

- |       |                                  |   |
|-------|----------------------------------|---|
| (i)   | Serious bodily injury or illness | An injury or illness that disables a person to the extent that as a consequence of that injury or illness the person is subject to a period of admission to hospital as an in- patient. |
| (ii)  | Critical Hazard                  | Will cause personal injury or harm, or damage to property requiring replacement.  |
| (iii) | Major Hazard/Safety element      | May cause personal injury or harm, or damage to property requiring improvisation or replacement.  |
| (iv)  | Minor Hazard/Error               | Will not cause personal injury or harm, or damage to property but may be considered an inconvenience.   |

**21. Additional requirements****21.1** A registered plant inspector must:

- (i) Meet all the requirements imposed by Workplace Standards Tasmania:
- (ii) Claim recognition only in respect to inspection for which registration has been granted and which is performed in accordance with these requirements and any other criteria required by Workplace Standards Tasmania.

**21.2** In making reference to registration in documents, brochures or advertising, the registered plant inspector must use the following phrase as appropriate:

“An inspector registered by Workplace Standards Tasmania, Registration Number [.....], for the inspection of *[plant and service for which registration has been granted]*, .....

