

VEHICLE PRE COMMISSIONING CHECKLIST

Prior to purchase	Notes
<ul style="list-style-type: none"> <input type="checkbox"/> Have you consulted with workers who will be operating the vehicle? <input type="checkbox"/> Is the vehicle fit for purpose? <ul style="list-style-type: none"> Consider the following: <ul style="list-style-type: none"> <input type="checkbox"/> If the vehicle is to be used off road, is 4WD capability required? <input type="checkbox"/> If you are transporting people, are there enough seats? <input type="checkbox"/> If you are transporting animals, have you allowed enough room and considered their safety? <input type="checkbox"/> If you are transporting plant/equipment or other goods, is there adequate room and can they be secured? <input type="checkbox"/> Will the vehicle require modification or is there a more suitable vehicle? <input type="checkbox"/> Does the vehicle require the purchase of options, additional features and/or accessories? <ul style="list-style-type: none"> <input type="checkbox"/> Cargo barrier <input type="checkbox"/> Roll cage <input type="checkbox"/> Two way radio <input type="checkbox"/> Weather protection <input type="checkbox"/> Tow bar <input type="checkbox"/> Roof rack <input type="checkbox"/> Reversing camera or radar system(s) <input type="checkbox"/> First aid kit <input type="checkbox"/> Fire extinguisher <input type="checkbox"/> Tyre change tool kit <input type="checkbox"/> Other <input type="checkbox"/> Have you read the applicable University Motor Vehicle Policies/Information? <ul style="list-style-type: none"> <input type="checkbox"/> University's Motor Vehicle Procedure <input type="checkbox"/> University's Finance: Motor Vehicles – Purchase – Lease – Disposal 	
Prior to commissioning	Notes
<ul style="list-style-type: none"> <input type="checkbox"/> Are there any additional compliance requirements with this vehicle? <ul style="list-style-type: none"> <input type="checkbox"/> SafeWork SA plant registration (see WHS regulation 246) <input type="checkbox"/> Roadworthiness certification (refer Transport SA) <input type="checkbox"/> Airworthiness certification (refer Civil Aviation Safety Authority Airworthiness requirements) or Drone authorisation <input type="checkbox"/> If the vehicle is designed by the University of Adelaide: <ul style="list-style-type: none"> <input type="checkbox"/> If it is intended to be used on public roads, have you contacted Transport SA to discuss the registration requirements (the vehicle may require inspection)? <input type="checkbox"/> Have you included a First Aid kit and fire extinguishing equipment (where required)? <input type="checkbox"/> Does the vehicle have a tool kit for tyre changes (if applicable)? <input type="checkbox"/> If the vehicle is going to be used on the road, have you considered roadside assistance? 	
Commissioning	Notes
<ul style="list-style-type: none"> <input type="checkbox"/> Have you ensured that commissioning is performed by a suitably qualified person(s) (i.e. someone who understands the technical and safety requirements)? <input type="checkbox"/> Have you ensured that training will be provided to operators (where required)? <input type="checkbox"/> Have you identified any other hazards during the commissioning process? <input type="checkbox"/> Have all known risks been assessed and controls put in place to either eliminate or minimise the risk? 	

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Registrations, Permits and Licences	Notes
<ul style="list-style-type: none"> <input type="checkbox"/> Have you reviewed the requirements listed in the HSW handbook Chapter Plant/Equipment Safety Management Appendix E? <input type="checkbox"/> Has the vehicle been registered with the relevant authority/regulator? <input type="checkbox"/> Has the relevant permit/licence or other necessary certification been obtained from the relevant authority/regulator? <input type="checkbox"/> Have licences for workers been obtained as required? 	
Safe Operating Procedure (if required by the risk assessment)	Notes
<ul style="list-style-type: none"> <input type="checkbox"/> Has a Safe Operating Procedure been developed (where required) which is in accordance with the manufacturer's instructions and includes emergency procedures where applicable? 	
Training	Notes
<p>Where applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have relevant training proficiencies been developed? <input type="checkbox"/> Has proficiency/competency based training been included in the Training Plan? <input type="checkbox"/> Has training been scheduled and conducted before the operator is allowed to use the vehicle and the proficiency/competency documented (including copies of external licences) on the Training Plan? 	
Ongoing testing, cleaning and maintenance	Notes
<ul style="list-style-type: none"> <input type="checkbox"/> Is any necessary testing, cleaning and maintenance set up in a local maintenance schedule or where a key safety activity included on the Schedule of Programmable Events or equivalent? 	

Checklist completed by:	
Name	
Date	

**If you wish to retain a copy of this checklist
File this checklist with other documents/records relating to this vehicle**