

## VEHICLE PRE COMMISSIONING CHECKLIST

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

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Registrations, Permits and Licences	Notes
<ul style="list-style-type: none"> <li><input type="checkbox"/> Have you reviewed the requirements listed in the HSW handbook Chapter <a href="#">Plant/Equipment Safety Management Appendix E</a>?</li> <li><input type="checkbox"/> Has the vehicle been registered with the relevant authority/regulator?</li> <li><input type="checkbox"/> Has the relevant permit/licence or other necessary certification been obtained from the relevant authority/regulator?</li> <li><input type="checkbox"/> Have licences for workers been obtained as required?</li> </ul>	
Safe Operating Procedure (if required by the risk assessment)	Notes
<ul style="list-style-type: none"> <li><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?</li> </ul>	
Training	Notes
<p>Where applicable:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Have relevant training proficiencies been developed?</li> <li><input type="checkbox"/> Has proficiency/competency based training been included in the <a href="#">Training Plan</a>?</li> <li><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 <a href="#">Training Plan</a>?</li> </ul>	
Ongoing testing, cleaning and maintenance	Notes
<ul style="list-style-type: none"> <li><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?</li> </ul>	

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**

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