

REGISTRATION AND LICENSING

General

Plant/equipment registrations

The School/Branch/Faculty/Division who has control of an item of plant/equipment that requires registration in accordance with the WHS Regulations may apply to the regulator ([SafeWork SA](#)) for the registration of that item of plant/equipment.

Plant/equipment registration is issued for a maximum 5 year period. Registration of plant design does not expire.

If your area is responsible you must:

- Keep a copy of your registration and all inspection certificates/reports
- Ensure the registration number is marked on or near the item of plant/equipment
- Provide your registration documents to the SafeWork SA inspectors, if requested
- Notify SafeWork SA of any [change of details](#)

SafeWork SA send out renewals for plant/equipment registration when due.

If another area of the University is managing registrations or licences then the Faculty/Division/School/Branch/area does not need to duplicate the records kept by the area. (e.g. radiation registrations are managed by Human Resources so the Faculty/Schools/Branch/area are not required to duplicate these records, please refer to Appendix A of the [HSW Handbook Chapter Schedule of Programmable Events](#))

Vehicle licence requirements in the University

All workers wishing to use University owned vehicles and mobile plant/equipment (including boats) must have current, valid and appropriate licences.

For vehicle licences please refer to the [SA government website](#).

The vehicle driver/operator is to inform their supervisor/ person in control of the activity if they are not familiar with the type of vehicle (e.g. manual vs automatic, 4 wheel drive).

High risk work licences and Plant/equipment Registration

[WHS Regulations 2012 \(SA\) Schedule 3](#) defines high risk work licences and classes of high risk work.

(e.g. Scaffolding, dogging/rigging work, crane/hoist operation, reach stackers, forklift operation, pressure equipment operation.)

[WHS Regulations 2012 \(SA\) Schedule 4](#) defines high risk work licences – competency requirements

(e.g. qualifications required for high risk work licences)

[WHS Regulations 2012 \(SA\) Schedule 5](#) defines registration of plant and plant designs (including exceptions)

For design registration processes please refer to [WHS Regulations 2012 \(SA\) \[sections 248 – 263\]](#)

For plant/equipment registration process please refer to [WHS Regulations 2012 \(SA\) \[sections 264-288D\]](#) or [SafeWork SA website](#).

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