



WORKSAFE VICTORIA

REGISTRATION OF PLANT DESIGN

Office use
only checklist
(please circle)

Please refer to General Information and Instructions at the end of this form for guidance on completing and submitting your registration.

1. Design of Plant to be Registered (Tick one box only)

- | | | |
|--|--|--|
| <input type="checkbox"/> Pressure Equipment (pressure vessels and boilers) categorised as Hazard Level A, B, C, D (see note 1) | <input type="checkbox"/> Hoist with platform movement in excess of 2.4 metres and designed to lift people. | <input type="checkbox"/> Boom-type Elevating Work Platform |
| <input type="checkbox"/> Tower Crane | <input type="checkbox"/> Suspended work box | <input type="checkbox"/> Bridge Crane/Gantry Crane (see note 3) |
| <input type="checkbox"/> Lift/Escalator/Moving Walk | <input type="checkbox"/> Amusements Structures (other than Class 1) (see note 2) | <input type="checkbox"/> Vehicle Hoist |
| <input type="checkbox"/> Building Maintenance Unit | <input type="checkbox"/> Prefabricated Scaffolding | <input type="checkbox"/> Mast Climbing Platform |
| | | <input type="checkbox"/> Mobile Crane with a SWL greater than 10 tonne |

Plant type?
Y N

Notes

- Hazard levels of boilers or pressure vessels can be determined by referencing Australian Standard AS 4343.
- Only powered Amusement Structures, to which AS 3533 – Amusement Rides & Device applies, other than Class 1 structures, require Registration of Plant Design.
- Only Gantry Cranes with a SWL greater than 5 tonnes, Bridge Cranes with a SWL greater than 10 tonnes and any gantry/bridge crane which is designed to carry molten metal or dangerous goods, require Registration of Plant Design.

2. Register's Details

Full Legal Name of Organisation

Trading As

Registered Address

Postcode

Postal Address

Postcode

Principal Business Address

Postcode

Contact Person Name

Telephone

Facsimile

Email

Register details complete?
Y N

Details verified to ID?
Y N

ID Ref.

Trim No.

3. Designer of Plant

Name		
<input type="text"/>		
Employed by		
<input type="text"/>		
Postal Address		Postcode
<input type="text"/>		
Telephone	Facsimile	Mobile
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email		
<input type="text"/>		
List Titles and Numbers of any Published Technical Standards used in the Design		
<input type="text"/>		
<input type="text"/>		
List of Engineering Principles used in the Design (if applicable)		
<input type="text"/>		
<input type="text"/>		

Designer
details
complete?
Y N

Engineering
principles?
Y N

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

Name		
<input type="text"/>		
Qualifications		
<input type="text"/>		
Employed by		
<input type="text"/>		
Postal Address		Postcode
<input type="text"/>		
Telephone	Facsimile	Mobile
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email		
<input type="text"/>		
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
<input type="text"/>		<input type="text"/>
Print Name		
<input type="text"/>		

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.

5. Attached Representational Drawings

All drawings submitted must be in the English language:

Title of Drawing	Drawing Number	Revision Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Drawings?
Y N

NOTE: 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".

6. Proposed Location of Plant (if known)

Owner		
Address	Postcode	

Location?
Y N**7. Company/Person Responsible for Importing Plant into Victoria**

Name			
Telephone	Facsimile	Mobile	
Address			
Postcode			
Email			

Import company?
Y N

Must be completed if Designer and Design Verifier are located overseas

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 vessel or an arrangement of vessels and interconnecting parts, wherein steam or other vapour is generated, or water or other liquid is heated at a pressure above that of the atmosphere by the application of fire, the products of combustion, electrical power or similar high temperature means.

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"/> |

Relevant details for plant type completed?
Y NBoiler make?
Y NBoiler type?
Y NFiring medium?
Y N**Technical Details**

Boiler Output MW	<input type="text"/>	Design Pressue MPa	<input type="text"/>
Volume (Litres)	<input type="text"/>	Design Temp. Deg. C	<input type="text"/>

Technical details?
Y NBoiler Firing Medium (specify) Hazard level?
Y NWhat does the boiler produce? ☐ Steam ☐ Hot Water → 100°C ☐ Other (specify) Attendance Category of boiler ☐ Fully Attended ☐ Unattended/Limited Attendance to AS 2593 ☐ No Attendance RequiredAttendance category?
Y NBOILER HAZARD LEVEL AS PER AS 4343 ☐ A ☐ B ☐ C ☐ D**8b. Pressure Equipment – Pressure Vessel**

This refers to a vessel subject to internal or external pressure, and includes interconnected parts and components, valves, gauges and other fittings up to the first point of connection to connecting piping.

Name of Vessel	<input type="text"/>	Manufacturer of Vessel	<input type="text"/>
Model Number/Identification Number <input type="text"/>			

Vessel type?
Y NTechnical details?
Y N**Steam Vessel (Tick one)**

- | | | |
|--|---|--|
| <input type="checkbox"/> Steam Jacketed Vessel PEJ | <input type="checkbox"/> De-aerator PED | <input type="checkbox"/> Steam Vessel with quick actuating closure PEQ |
| <input type="checkbox"/> Other Steam Vessel PEO (specify) <input type="text"/> | | |

Vessel contents?
Y N**Miscellaneous Vessel (Tick one)**

- | | |
|---|---|
| <input type="checkbox"/> Air Receiver PAR | <input type="checkbox"/> Process Vessel (including heat exchangers) PEP |
| <input type="checkbox"/> Auxiliary Vessel PEA | <input type="checkbox"/> Static Storage (non-corrosive) PSN |
| <input type="checkbox"/> Static Storage (corrosive) PSC | <input type="checkbox"/> Vacuum Vessel VAC |
| <input type="checkbox"/> Buried or Mounded Vessel PEB | <input type="checkbox"/> Water Heaters PWH |
| <input type="checkbox"/> Fire Heaters/Convection Bank PFH | <input type="checkbox"/> Static Low Temperature Vessel PSL |

8b. Pressure Equipment – Pressure Vessel (continued)

<input type="checkbox"/> Refrigeration & Air Conditioning Vessel PRA	<input type="checkbox"/> Heated Vessel (other than steam) with quick acting closure PHQ
Transportable Pressure Vessel (Tick one)	<input type="checkbox"/> Powder Discharge – Carbon Steel Construction PDC
<input type="checkbox"/> Bulk (LPG, ammonia) – Quenched & Tempered Construction PTQ	<input type="checkbox"/> Powder Discharge – Aluminium Construction PDA
<input type="checkbox"/> Bulk (LPG, ammonia) – Carbon Steel Construction PTC	<input type="checkbox"/> Gas Cylinders per AS 2030 – PVG
<input type="checkbox"/> Low Temperature PTL	<input type="checkbox"/> Other (specify) PTO <input type="text"/>

Technical details

Design Pressure (Max/Min) MPa	<input type="text"/>	<input type="text"/>	Volume (litres)	<input type="text"/>	Design Temp (Max/Min) °C	<input type="text"/>	<input type="text"/>
For dual pressure, volume or temperature vessels, eg heat exchangers, jacketed vessels etc, provide second set of values							
Design Pressure (Max/Min) MPa	<input type="text"/>	<input type="text"/>	Volume (litres)	<input type="text"/>	Design Temp (Max/Min) °C	<input type="text"/>	<input type="text"/>
Vessel Content(s)	<input type="text"/>						Gas/Liquid
Vessel Contents Hazard Category (tick one)	<input type="checkbox"/> Lethal	<input type="checkbox"/> Very Harmful	<input type="checkbox"/> Harmful	<input type="checkbox"/> Non Harmful			
PRESSURE VESSEL HAZARD LEVEL AS PER AS 4343	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D			

Hazard category?
Y N

Hazard level?
Y N

8c. Tower Crane

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

Manufacturer of Crane	<input type="text"/>
Model Number/Identification Number	<input type="text"/>
Type (Tick one)	<input type="checkbox"/> Non Luffing <input type="checkbox"/> Luffing
If Luffing type, how is the crane luffed?	<input type="checkbox"/> Winch <input type="checkbox"/> Hydraulic Cylinder

Technical details

Max. SWL	<input type="text"/>	t	Max. Boom Length	<input type="text"/>	m	Max. Radius	<input type="text"/>	m	Max. Free Standing Height	<input type="text"/>	m
Miscellaneous	<input type="checkbox"/> Self Erecting Type	<input type="checkbox"/> Concrete Base	<input type="checkbox"/> Steel Grillage								
	<input type="checkbox"/> Rail Mounted	<input type="checkbox"/> Internal Climber									

Crane maker?
Y N

Model number?
Y N

Crane type?
Y N

Technical details?
Y N

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.

Manufacturer of Lift	<input type="text"/>
Model Number/Identification Number	<input type="text"/>

Type (Tick one)

<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	<input type="text"/>	kg	No of Passengers	<input type="text"/>	Speed of Lift	<input type="text"/>	(m/s)				
Number of Floors Served	<input type="text"/>										
Size of Car Length	<input type="text"/>	m	Width	<input type="text"/>	m	Height	<input type="text"/>	m	Floor area	<input type="text"/>	m ²
Lift Motor Control	<input type="checkbox"/> Single Speed AC	<input type="checkbox"/> Two Speed AC	<input type="checkbox"/> Variable Voltage AC								
	<input type="checkbox"/> Variable Frequency	<input type="checkbox"/> Variable Voltage DC-Static	<input type="checkbox"/> Variable Voltage DC-Motor Generator								
	<input type="checkbox"/> Other	<input type="text"/>									

Lift maker?
Y N

Lift type?
Y N

Technical details?
Y N

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 Serviced

Size of Platform Length m Width m Height of box m

Hoist Motor Location ☐ Platform ☐ Roof Hoist Power Source

BMU maker?

Y N

Technical details?

Y N

8f. Hoist

This refers to an appliance intended for raising or lowering people with a platform movement in excess of 2.4 metres.

Manufacturer of Hoist

Model Number/Identification Number

Type (Tick one)

☐ Scissor Lift ☐ Scaffolding Hoist

☐ Serial Hoist ☐ Aerial Platform

☐ Personnel & Materials Hoist ☐ Other (specify)

Technical details

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

Power Source

Hoist maker?

Y N

Model number?

Y N

Hoist type?

Y N

Technical details?

Y N

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 m

Work box maker?

Y N

Technical details?

Y N

8h. Amusement Structure

This refers to powered equipment operated for hire or reward which 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

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

Structure maker?

Y N

Structure type?

Y N

Technical details?

Y N

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)

Prefabricated scaffolding maker?
Y N

Scaffold type?
Y N

Scaffold description?
Y N

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

Platform maker?
Y N

Model number?
Y N

Platform type?
Y N

Technical details?
Y N

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 it capable of travelling along runways, and has one or more hoisting mechanisms.

"Bridge Crane" refers to a crane comprising a bridge or beam or beams, mounted at each end, to end carriages, 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

Crane maker?
Y N

Crane type?
Y N

Technical details?
Y N

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 carried out on the vehicle.

Manufacturer of Hoist

Model Number/Identification Number

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

Technical details

Max. SWL kg Max. Working Height m

Hoist maker?
Y N

Model number?
Y N

Hoist type?
Y N

Technical details?
Y N

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

Hoist maker?

Y N

Mask type?

Y N

Technical details?

Y N

8n. Mobile Crane

This refers to a crane 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

Hoist maker?

Y N

Model number?

Y N

Hoist type?

Y N

Technical details?

Y N

9. Recognition of Design Registration by WorkCover New South Wales

If you want the recognition of plant design by WorkCover NSW please tick this box ☐ and supply information that confirms the following:

The NSW *Occupational Health and Safety Regulation 2001*, (Clause 107) requires that the designer and design verifier are not employed or engaged by the same person (company) unless working under an accredited Quality System that meets the requirements of ISO 9001:1994 that includes design.

In addition, should plant specified in the Table of Clause 107 of above Regulation not be designed to an Australian Standard specified in Schedule 1 of the above Regulation (see list of standards at www.workcover.nsw.gov.au), then the application will require a statement by the design verifier giving details of the standard being used and stating that the design has been assessed against the relevant Australian Standard (from Schedule 1) and the design will produce an item of plant that provides at least an equivalent level of safety as would the Australian Standard.

10. Declaration

I declare that, to the best of my knowledge, the information provided in this Registration and supporting this Registration is true and correct in every particular. I declare that where I provide personal information to the VWA about any other individual, I am authorised to provide that information, the information has been collected in accordance with the Information Privacy Act 2000 (Vic) and the individual has been or will be made aware of the VWA's identity and how to contact it and of the other matters of which an individual is required to be made aware when personal information is collected about them.

Signature of Notifier

Date

/ /

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

Print Name

Telephone

Has Declaration signed and dated?

Y N

Witnessed?

Y N

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

Payment Options

The fee for this Registration is \$52.00

(No GST applies to this application.)

The Victorian WorkCover Authority ABN is 90 296 467 627

☐ **Paying by mail** I wish to pay by: Cheque ☐ OR Money order ☐
Make cheque/money order payable to the Victorian WorkCover Authority.

☐ **Paying by credit** I wish to pay by credit card.
Please charge payment of \$_____ to my:
Bankcard ☐ Mastercard ☐ Visa ☐
Card No. Expiry date
Cardholder name Signature

Fee paid?

Y N

Receipt No?

Receipt date?

____/____/____

General Information and Instructions

1. This form is for the Registration of Plant Design 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 Designer Notifier.
4. The required fee of \$52.00 must accompany the Registration.
5. Failure to provide all of the necessary documentation will result in the registration not being processed.
6. Incomplete or unsigned registrations will not be processed.

Notification

details
entered?

Y N

Officer
signature

Collection of Personal Information

Personal information collected by the VWA in connection with registration of plant design will be used for the purpose of assessing the application and administering the registration. The information may also be used for the administration and enforcement of legislation administered by the VWA, administration and evaluation of the VWA's programs generally and legal proceedings.

The VWA may disclose personal information to its contractors and agents; to a court or tribunal; to other regulatory agencies and to any person authorised by the individual to whom it relates, or by law, to obtain it. Collection of this information may be required by Victorian occupational health and safety legislation and equipment public safety legislation. If you do not provide any or all of the information, your application may not be accepted or processed.

You have rights to have access to any personal information the VWA holds about you. You should contact the VWA Freedom of Information Unit. You can access the VWA Privacy Policy at www.workcover.vic.gov.au.

Audited by

Date audited

____/____/____

Contact Details

Submit your completed notification form and all supporting documentation to:

WorkSafe Victoria Telephone 1300 852 562
Licensing Branch Facsimile 1800 060 727
GPO Box 4293 Email licensing@workcover.vic.gov.au
Melbourne Vic. 3001

Use this checklist to ensure that the registration is complete:

- ☐ Completed, signed and witnessed registration form
☐ Representational drawings
☐ Required fee

NOTE: Unsigned or incomplete applications or applications not accompanied by the required documentation cannot be processed.

Further information relevant to this Registration of Plant Design is available on our website www.workcover.vic.gov.au