



SUBJECT MATTER EXPERT (SME) AUTHORISATION

This Subject Matter Expert (SME) Authorisation is to verify and collect current High-Risk Work Licences and / or Statement of Attainments and experience to deem the below mentioned SME authorised to conduct Approval to Operate assessments for the relevant plant / equipment. Their competency information – such as CV, licences, qualifications, and certificates – must be stored on their worker profile in the Competency Management System.

Approved SMEs must be registered in an SME register stored at each Project site for reference.

All Sections must be completed prior to approval by the site Project Manager.

Section A – SME Details

Project Site:	
SME Name:	
Employer:	

Section B – Mobile Plant

Mobile Plant							
Mobile Plant	Evidence of Relevant Statement of Attainment	ATO Conducted	Operational Experience	Approval of Plant Supervisor (Signature)	Approval of Site Project Manager (Signature)	Date	Director Sign Off if Operational Experience is <3 years or SME doesn't hold relevant Statement of Attainment
Skid steer	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Compactor	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Roller	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Excavator	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				

Mobile Plant							
Mobile Plant	Evidence of Relevant Statement of Attainment	ATO Conducted	Operational Experience	Approval of Plant Supervisor (Signature)	Approval of Site Project Manager (Signature)	Date	Director Sign Off if Operational Experience is <3 years or SME doesn't hold relevant Statement of Attainment
Wheeled Front end loader	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Tracked Front end loader	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Dozer	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Grader	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Scraper	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Articulated haul truck	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Rigid haul truck	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Water cart	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Bulk water truck	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Roadheader	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				

Mobile Plant							
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	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				

Other Plant							
Plant	Evidence of Relevant Statement of Attainment	ATO Conducted	Operational Experience	Approval of Plant Supervisor (Signature)	Approval of Site Project Manager (Signature)	Date	Director Sign Off (if Operational Experience is < 3 years) or SME doesn't hold relevant Statement of Attainment
EWP under 11m	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				

Other Plant							
Plant	Evidence of Relevant Statement of Attainment	ATO Conducted	Operational Experience	Approval of Plant Supervisor (Signature)	Approval of Site Project Manager (Signature)	Date	Director Sign Off (if Operational Experience is < 3 years) or SME doesn't hold relevant Statement of Attainment
EWP under 11m: Trailer lift	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
EWP under 11m: Transport	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
EWP under 11m: Truck Mounted	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
EWP under 11m: Vertical Lift	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
EWP: Scissor Lift	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Telehandler <3 T	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Crane: Gantry and Overhead	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				

EXAMPLE DOCUMENT ONLY

Other Plant							
Plant	Evidence of Relevant Statement of Attainment	ATO Conducted	Operational Experience	Approval of Plant Supervisor (Signature)	Approval of Site Project Manager (Signature)	Date	Director Sign Off (if Operational Experience is < 3 years) or SME doesn't hold relevant Statement of Attainment
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				

High Risk Work Licence Plant and Activities							
High Risk Work Licence	Evidence of Relevant Statement of Attainment / HRWL	ATO Conducted	Operational Experience	Approval of Plant Supervisor (Signature)	Approval of Site Project Manager (Signature)	Date	Director Sign Off (if Operational Experience is < 3 years) or SME doesn't hold relevant Statement of Attainment
Dogging	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Rigging	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Scaffolding	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
EWP: Boom Lift >11m	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Telehandler > 3T	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Telehandler > 3T Slewing	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Crane: Mobile Slewing < 20T	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Crane: Mobile	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				

High Risk Work Licence Plant and Activities							
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Slewing < 60T							
Crane: Mobile Slewing < 100T	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Crane: Mobile Slewing > 100T	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Crane: Non-Slewing Mobile	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Crane: Gantry (Cabin)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Crane: Vehicle Loading > 10m T	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Crane: Vehicle Loading (Loading another vehicle)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Crane: Vehicle Loading (Concrete Placing Boom)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
Forklift Truck	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				

High Risk Work Licence Plant and Activities							
High Risk Work Licence	Evidence of Relevant Statement of Attainment / HRWL	ATO Conducted	Operational Experience	Approval of Plant Supervisor (Signature)	Approval of Site Project Manager (Signature)	Date	Director Sign Off (if Operational Experience is < 3 years) or SME doesn't hold relevant Statement of Attainment
Forklift Truck – Order Picking	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Yrs Mths				

Section C – Approval

Note: Where the above information has been completed and collected for an SME, a Lendlease Project Manager must acknowledge and authorise.

Project Manager's Approval and Authorisation		
Date	Project Manager's Name:	Project Manager's Signature:
Project Site:		
Employer:		