



LSB1002L

Approval to Operate Plant & Equipment

LSBJV Employees

See Instructions over the page to facilitate this process.

Section A – Operator Details

Project Site (circle relevant site):	St Peters Interchange	Haberfield	Pymont Bridge Road
Operator's Name:			
Plant item being operated:			
Operator's experience on the Plant Item:	Years:		Months:

Section B – Practical Observation

Operating Criteria	LSBJV Project Signoff	
	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Has the relevant State Based Licence, High Risk Work Licence or Statement of Attainment been uploaded and verified in the Pegasus system	If No and High Risk Work Licence is relevant for the operation of this equipment, Approval to Operate process should cease.	
Does the Operator demonstrate the correct pre-start operations of the plant or equipment based on the applicable Pre-Start form provided?		
• Has the plant docket/prestart book and operator's manual been sited	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• Has the guarding been viewed and identified as serviceable	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• Has the pinch points and other hazards around the machine been identified and signage acceptable	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• Mount and dismount equipment correctly	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• Seat Adjustment/seat belt use	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• Explain instrumentation and warning devices	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• Explain operational parameters of the machine, e.g. turning circle, weight, braking distance and any plant specific limitations incl. blind spots	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• Explain the emergency procedures for the plant	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• Conduct a prestart with operator (to confirm appropriate knowledge of process)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• Safely and correctly start the machine	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• Identify if attachments are fit for purpose and quick hitch (if applicable) are compatible with attachments	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• Test attachments to ensure they are secure for operation (not too loose – free from excessive wear)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Does the Operator move off in the machine appropriately (using horn signals, brakes/steering check, area clear etc)		
• Use of horn, UHF, follow site traffic rules (speed / LV and HV routes)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• Load / haul / place / compact (observe task/s applicable to plant)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• Has ensured plant is fundamentally stable	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• Ground engaging tools lowered	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• Planned Go Lines acknowledged and followed and / or wheels chocked	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• Explain the procedure for reporting faults	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• Conduct post operational inspection	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• Ensure the machine is clean after use	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Section C – Sign Off

LSBJV Project Review of Operator Suitability			
I certify that the Operator has:			
<input checked="" type="checkbox"/> Demonstrated safe and correct operation of plant / equipment aligning to LSBJV's Project procedures and GMRs			
<input type="checkbox"/> Demonstrated unsafe and/or incorrect operation of plant / equipment			
And is ...			
<input checked="" type="checkbox"/> Authorised to operate the plant / equipment item on this project site.			
<input type="checkbox"/> Unauthorised to operate the plant / equipment item on this project site.			
Name:		Position:	
Signature:		Date:	



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Subcontractors

Review instructions on Page 4 of this document to facilitate this process.

Section A – Operator Details

Project Site:				
Operator's Name:				
Employer: Subcontractor <input checked="" type="checkbox"/> Plant Hirer <input type="checkbox"/>				
Name of Subcontractor or Plant Hirer:				
Duration of Employment with this Employer:		Years: 3	Months: 0	
Plant item being operated:		Shuttle Buggy		
Operator's experience on the Plant Item:		Years: 30	Months: 0	
Reference Checks				
Please provide a minimum of 3 reference checks for the Operator. References must be Supervisor level or higher. (Where 3 references cannot be obtained, this will be at the discretion of the designated LLE Project signoff to approve)				
Company	Name of Referee	Position	Phone	Location of Work (i.e.: Project / Town)
Has the Operator been involved in an operational or reportable work incident?				Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If YES to the above, please provide details for this incident/s				
Medical History				
Does the operator have any previous medical history which may hinder the safe operation of this item of Plant?				Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If YES, please provide details:				
Subcontractor Declaration				
I declare that (Operator's Name) _____ has been assessed as demonstrating competency for the relevant task (see criteria below of what the Operator will assessed against) or duties performed on behalf of my company and we have the relevant supporting documentation.				
References and contact details in this document have been checked and have been made aware that a LLE Project representative will be in contact to perform reference check.				
Subcontractor Name:		Position:		
Signature:		Date:		



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Section B – Practical Observation

Operating Criteria	Subcontractor Signoff	LLE Project Signoff		
Does the Operator hold a relevant State Based Licence, High Risk Work Licence or Statement of Attainment relevant to the equipment and activity? Licence State of Issue: NSW Licence Number: 5452FJ Statement of Attainment RTO Number : 91589 Statement Number RIICS303D	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If No and High Risk Work Licence is relevant for the operation of this equipment, Approval to Operate process should cease.	Yes <input type="checkbox"/> No <input type="checkbox"/> If No and High Risk Work Licence is relevant for the operation of this equipment, Approval to Operate process should cease.		
Does the Operator demonstrate the correct pre-start operations of the plant or equipment based on the applicable Pre-Start form provided?				
	Yes	No	Yes	No
• Has the plant docket/prestart book and operator's manual been sited	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Has the guarding been viewed and identified as serviceable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Has the pinch points and other hazards around the machine been identified and signage acceptable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Mount and dismount equipment correctly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Seat Adjustment/seat belt use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Explain instrumentation and warning devices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Explain operational parameters of the machine, e.g. turning circle, weight, braking distance and any plant specific limitations incl. blind spots	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Explain the emergency procedures for the plant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Conduct a prestart with operator (to confirm appropriate knowledge of process)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Safely and correctly start the machine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Identify if attachments are fit for purpose and quick hitch(es) (if applicable) are compatible with attachments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Test attachments to ensure they are secure for operation (not too loose -- free from excessive wear)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the Operator move off in the machine appropriately (using horn signals, brakes/steering check, area clear etc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the Operator safely operate the machine for its intended use, dependent on terrain, addressing the following:				
• Use of horn, UHF, follow site traffic rules (speed / LV and HV routes)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Load / haul / place / compact (observe task/s applicable to plant)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the Operator correctly park up the machine				
• Has ensured plant is fundamentally stable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ground engaging tools lowered	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Planned Go Lines acknowledged and followed and / or wheels chocked	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Explain the procedure for reporting faults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Conduct post operational inspection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ensure the machine is clean after use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Hazards (discussion with Operator)				
• Discuss site hazards and what to be aware of. Comment on hazards identified: People and plant movements.				
• What are the methods of plant / people separation. Comment on methods used: Internal WOF training and plant operating training				
• Comments e.g. brief description of terrain and type of work observed. Asphalt laying & compaction activities				

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Section C – Sign Off

LLE Project Representative to Complete

LLE Project Review of Operator Suitability			
Reference Checks Note: Must be completed by LLE Project Director's delegate (as per Limits of Authority).			
Operator's references have been checked and are sufficient? LL		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If No, Approval to Operate should not be processed			
I certify that the Operator has:			
<input type="checkbox"/> Demonstrated safe and correct operation of plant / equipment aligning to LLE's Project procedures and GMRs			
<input type="checkbox"/> Demonstrated unsafe and/or incorrect operation of plant / equipment			
And is ...			
<input type="checkbox"/> Authorised to operate the plant / equipment item on this project site.			
<input type="checkbox"/> Unauthorised to operate the plant / equipment item on this project site.			
Name:		Position:	
Signature:		Date:	

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Instructions to Facilitate the Approval to Operate Process

All Operators of plant and equipment employed by subcontractors or hired plant owners must be initially assessed and authorised before operating plant and equipment on any LLE site.

This form is NOT a confirmation of competency but an assessment to determine if authorisation to operate plant / equipment on the Project site is to be granted.

This form is to be used for ONE piece of equipment only.

Step 1 – Requirements of the Assessor

A subcontractor representative who holds the relevant high risk work licence or Statement of Attainment and has a minimum of 3 years experience operating the relevant piece of equipment, must facilitate the Approval to Operate process for the Operator by completing Sections A and B of this form.

- Section A – Operator Details
- Section B – Practical Observation (completing **SUBCONTRACTOR SIGN-OFF** column highlighted in yellow)

Step 2 – Upload Form to the relevant Records Management System.

Upon completion of Sections A and B, upload the completed document into the relevant Records Management System against the Approval to Operate competency applicable to the plant / equipment being assessed. For example; for an Operator being assessed on a Roller:

- Role to be applied to the worker's profile in the relevant Records Management System: 'Operator – Roller'
- Evidence to provide in the Records Management System for the Operator – Roller:
 - RIIMPO317 - Conduct Roller Operations (Statement of Attainment)
 - RIIMPO317 - Conduct Roller Operations - Approval to Operate (Completed Sections of A & B of LLE905A)
- Upon successful verification by the administrators approving documents in the Records Management System, the Operator role will be approved. This role will expire in the Records Management System within a 24 hour period, as it is reliant on the completion of Step 3 before the role is finally approved.

Step 3 – LLE Representative to Complete Process

On Day 1 of job commencement, the Operator must provide a hard copy of the completed Approval to Operate document to a Project representative who will identify the appropriate individual on site to complete the following sections:

- Section A – Make contact with referees to identify suitability of Operator
- Section B – Practical Observation (completing **LLE PROJECT SIGN-OFF** column)
- Section C – Signoff to confirm Operator suitability

On completion of Step 3, a LLE Site Administrator will upload the completed document for final verification in the Records Management System to approve the Operator role.