

**Green Folder Document Control
Section 11 Plant / Statutory Inspections**

Section	GF11	Document initiated by	Green Folder Committee
Revision No	001	Document drafted by	Green Folder Committee
Date Document implemented	26 th August 2013	Responsibility for implementation	Line Management
Original issued by	H&S Officer	Review date	1 year after implementation date
Document reviewed by	Line Management		
Date	Revision No.	Details of Amendment	

11. Plant/Statutory Inspections

Each area to enclose their specific items that need to be statutory inspected. Certain pieces of equipment must be examined by a “competent person” at regular intervals as specified in the General Applications Regulations.

It is necessary to;

- Maintain an inventory of all equipment and plant requiring inspection and certification.
- Assign a unique reference number to each item.
- Tag each item with the unique reference number.
- On purchase of new equipment ensure it is added to the list.
- Maintain a matrix of inspection/certification dates.
- Immediately replace defective equipment/plant from use. Replace if necessary.
- Document all inspections.

The above is to be done by the use of a Statutory Inspection database which will be maintained by each area engineer.

Health & Safety Visual Plant Inspection Check List

Item of Plant

Key:
 Checks not necessary

Item of Plant	MAINTENANCE ITEMS													OPERATORS DOCUMENTS			STATUTORY DOCUMENTS			OTHER ITEMS							
	Lights / Indicators	Beacon / Reverse Siren	Guards/Safety Rails/Access Ladders	Rear View Mirrors	Drivers Visibility	Lance / Spray Jets	Blades / Cutter	Cab / Seats / Body Structure	Gas Burner Heating Unit	Tow Hitch assembly	Safety pins/Latches/Locking device	Tyres (No Obvious Damage)	Parking Brake Mechanism (Visual)	Roll Frame	Safe Pass / CSCS Card	Maintenance Log	Operating Instructions Visible	GA 1 Form (Lifting Appliance)	GA 2 Form (Weekly Report)	Manufacturer's Cert of Conformity	Safe Working Load Stamp (SWL)	Motor Tax / Insurance Disc	Road Freight Carriers Licence	Certificate of Road Worthiness	First Aid Box/Fire Extinguisher	Registration Plates on Display	Donegal Local Authority Permit
Pickup																											
Van																											
Excavator 360°																											
Rubber Tyre Excavators 360°																											
Rubber Tyre 180° Machines																											
Crane																											
Paver																											
Phoenix Chippers																											
Mini Digger																											
Small Dumper																											
Roller / Rubber Tyre Roller																											
Bulldozer																											
Large Dump Trucks																											
Tractor																											
Hedge Cutter																											
Salter																											
Road Grader																											
Towed Trailers																											
Pipe Jetting Machine -Lorry																											
Pipe Jetting Machine - Towed																											
Tar Sprayers																											
Road Sweepers																											
Tar Patching Pickup Truck																											
Kango Hammers																											
Con Saw																											
Power Tools																											
WITHOUT OPERATOR																											
Generator																											
Compressor																											
Pumps																											

This plant must be used in accordance with relevant Safe Operating Procedure (SOP). This plant must only be operated by personnel who have completed training in its
 Please ensure that appropriate PPE is worn during

Check with Machinery Yard regarding checks required for other plant not

Please see overleaf (Page 3) in order to complete and sign off this plant inspection.

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Note: This is a visual inspection only



Comhairle Chontae Dhun na nGall

Donegal County Council

Roads & Transportation Services

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WEEKLY PLANT INSPECTION CHECK LIST

Inspection to be carried out when item of plant arrives on site and on the 1st day of each subsequent week

DATE	PLANT ITEM	ID No	RESULT OF INSPECTION	ACTION TO BE TAKEN	SIGNATURE	SIGNATURE Periodic audit by DCC Supervisor

SIGNED BY:	SITE LOCATION:
JOB TITLE:	OFF SITE DATE:
Note: separate periodic audits will be carried out by Donegal County Council to ensure compliance	Note: This is a visual inspection only

	Hired Plant operated by Supplier	Hired Plant operated by Donegal County Council Employees	Donegal County Council owned plant operated by DCC Employees	Hired Plant not requiring an operator	Donegal County Council owned plant not requiring an operator
What checks are carried out at the quotation stage before a supplier is allowed onto the hired plant quotation list?	1 Insurance questionnaire completed and stamped by insurance company or a letter or policy documents 2 Contractors pre-qualification questionnaire 3 Current Safety Statement 4 Vehicle Licensing Cert 5 Certificates in respect of lifting plant	1 Insurance questionnaire completed and stamped by insurance company or a letter or policy documents 2 Contractors pre-qualification questionnaire 3 Current Safety Statement 4 Vehicle Licensing Cert 5 Certificates in respect of plant	Plant will have already been cleared for certificates etc through normal practices at Donegal County Council Machinery Yard	1 Insurance questionnaire completed and stamped by insurance company or a letter or policy documents 2 Contractors pre-qualification questionnaire 3 Current Safety Statement 4 Vehicle Licensing Cert 5 Certificates in respect of plant	Plant will have already been cleared for certificates etc through normal practices at Donegal County Council Machinery Yard
What documentation and statutory checks will be inspected upon delivery of plant to site?	Safe Working Load stamp Driver Safe Pass / CSCS Insurance Road worthiness DOT cert Manufacturers Certificate of Conformity Relevant CR Forms	Safe Working Load stamp Road worthiness DOT cert Manufacturers Certificate of Conformity Relevant CR Forms	Plant will have already been cleared for certificates etc through normal practices at Donegal County Council Machinery Yard	Insurance	Plant will have already been cleared for certificates etc through normal practices at Donegal County Council Machinery Yard
What maintenance checks will be carried out upon delivery of plant to site?	DCC Visual Plant Inspection Check List is completed or a similar check sheet used by the supplier	DCC Visual Plant Inspection Check List is completed or a similar check sheet used by the supplier	DCC Visual Plant Inspection Check List	DCC Visual Plant Inspection Check List is completed or a similar check sheet used by the supplier	DCC Visual Plant Inspection Check List
Who completes the Health & Safety Visual Plant Inspection Check list?	Supplier's operator completes the Check List and DCC	DCC Operator completes the Visual Plant Inspection Check List and also signs it off	DCC Operator completes the Visual Plant Inspection Check List and also signs it off	Supplier's Delivery Personnel completes the Check List and DCC ensure that it is done. Supplier's Delivery Personnel signs the Check List. Thereafter the site supervisor will record their visual check as part of their 'Planned Works Checks' / Risk Assessment'	Site supervisor completes the Visual Plant Inspection Check List on delivery of the item of plant and thereafter the site supervisor will record their visual check of the item as part of their 'Planned Works Checks' / Risk Assessment Sheet
Where is the health and safety Visual Plant Inspection Check List Stored?	In the cab available for inspection by site supervisor (or site office where no cab e.g. dumper)	In the cab available for inspection by site supervisor (or site office where no cab e.g. dumper)	In the cab available for inspection by site supervisor (or site office where no cab e.g. dumper)	The Visual Plant Inspection Check List completed upon delivery is stored in the site office available for inspection	The Visual Plant Inspection Check List completed upon delivery is stored in the site office available for inspection