

Plant design registration

Who has obligations?

Obligations of plant designers, manufacturers, suppliers, importers

Definition of plant

Machinery, equipment, appliance, pressure vessel, component of plant, connection, accessory, high risk plant

What plant needs design registration?

Boom-type elevating work platform, bridge crane, building maintenance unit, escalator, gantry crane, LP gas cylinder, personnel hoist, lift, mast climbing work platform, mobile crane, prefabricated scaffolding, pressure equipment, refillable gas cylinder, specified amusement device, tower crane, vehicle hoist, work box

What plant does not require design registration?

Airconditioning unit, cooling towers and truck mounted concrete placing boom do not require plant design registration

Application form 14 (and directions)

Applicant details, plant details, design verifier, confirmation of registration, statement by designer

Submit an application (form 14)

Electronic lodgement, paper lodgement

Where do I submit my application?

Office location for submitting plant design registration application

What happens after I submit an application?

Unapproved application, approved application, plant design number, plant registration

Payment option

Cheque or money order, fax, phone

Modifications to an existing design registration

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Reciprocal design registrations with other States

Registering other State's plant design

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Registering overseas plant design

Design verification

Design verifier who has professional qualifications and professional organisation membership, designer verifier who has professional qualifications only, designer verifier who does not have any professional qualification

Marking of design registration number

Requirements for marking the design registration numbers

Looking at buying plant?

Newly designed plant, unregistered plant, registered plant

Who has obligations?

An owner of plant listed in Schedule 4 of the *Workplace Health and Safety Regulation 1997* as requiring plant design registration, must not use the plant, or permit the plant to be used at a workplace unless the plant design has been registered.

Owners, designers, manufacturers, suppliers and others who want to register a plant design must do so on an Application for Registration of Registrable Plant Design (form 14).

Designers, manufacturers, importers and suppliers who are involved with plant also have obligations under the Act.

Designers of plant must ensure that the plant is:

- designed to be safe
- without risk when used properly
- accompanied by information on its safe use.

Manufacturers of plant must ensure that the plant is:

- manufactured to be safe and without risk to health when used properly
- is tested and examined for safety
- accompanied by information on how to use it safely.

Suppliers or importers of new plant, must:

- examine and test the plant to ensure it is safe and without risk to health when used properly
- ensure the manufacturer has given an assurance that the plant received a safety check.

Suppliers or importers of used plant, must:

- take all reasonable steps to ensure that the plant is safe and without risk to health when used properly. For example, you might test the plant yourself to establish its safety
- ensure information accompanies the plant on how to use it safely.

A hirer of plant must have information about the safe use of the plant available at the point of hire.

Definition of plant

Schedule 3 of the *Workplace Health and Safety Act 1995* defines plant as:

- (a) machinery, equipment, appliance, pressure vessel, implement and tool;
- (b) a component of plant and a fitting, connection, accessory or adjunct to plant;
and
- (c) specified high risk plant (unless otherwise stated).

The following items of plant are a specified high risk plant:

- air-conditioning unit
- amusement device
- cooling tower
- escalator
- LP gas cylinder
- lift

Certain types of plant will require a registration of registrable plant design.

What plant needs design registration?

Schedule 4 of the *Workplace Health and Safety Regulation 1997* requires the following plant design to be registered:

- boom-type elevating work platform
- bridge crane with a safe working load of more than or equal to 10 t
- gantry cranes with a safe working load of more than 5t
- all other bridge and gantry crane designed to handle molten metal or dangerous goods
- building maintenance unit
- escalator (as defined in Schedule 2 of the Act)
- gantry crane with a safe working load of more than 5 t
- LP gas cylinder (as defined in Schedule 2 of the Act)
- personnel hoist
- lift (as defined in Schedule 2 of the Act)
- mast climbing work platform
- mobile crane with a safe working load of more than 10 t
- prefabricated scaffolding
- pressure equipment with hazard level A, B, C or D, as worked out under the criteria stated in AS 4343 as in force on 1 July 2000, other than pressure piping
- refillable gas cylinder
- specified amusement device (class 2, 3, 4 or 5 under AS3533.1 -1997 excluding coin operated amusement devices and class 1 devices manufactured prior to 30 July 2004)
- tower crane
- vehicle hoist
- work box

When an inspector visits your workplace and the plant design number is not clearly marked on the plant, this is a breach of the Workplace Health and Safety legislation. An on-the-spot fine can be issued.

What type of plant does not require design registration?

There are no requirements for the following plant to be design registered:

- Air-conditioning unit
- Cooling towers
- Truck mounted concrete placing booms
- Coin operated amusement devices
- Class 1 amusement devices manufactured prior to 30 July 2004

Application form 14 (and directions)

Directions for completing an application

Ensure all sections of the application for registration of registrable plant design have been filled in correctly. The application form contains 5 main sections.

- Applicant details (completed by applicant/owner)
- Plant details (completed by applicant/owner)
- Design verifier (completed by design verifier)
- Confirmation of registration (completed by Workplace Health and Safety Queensland)
- Statement by designer (completed by designer)

Applicant details (completed by applicant/owner)

1. Name of applicant

Provide full name of the applicant including Australian Business Number (ABN). The ABN is the Australian Business Number used for the taxation system here. Applications for plant design registration will only be accepted from Queensland based applicants.

2. Address of applicant

Provide address of the applicant's workplace.

3. Mailing address of applicant

Provide address to which mail for this application is to be sent.

4. Contact person

Provide contact details of a person who can be contacted regarding information on this form.

5. Applicant to identify relevant category

For 'other', details to be inserted.

Plant details (completed by applicant/owner)

6. Manufacturer

Provide manufacturer's name if known.

7. Description of plant

Provide a description of the plant.

8. Model/type

Provide a model number or type identification where applicable.

9. Rated capacity

Provide rated capacity of the plant where applicable.

10. Standard to which plant is designed

Insert relevant technical standard(s) or engineering principles.

11. Drawing(s) no.

Insert representational drawing number(s) and attach those drawing(s) to the application. It is important that the drawing numbers match the drawing(s) submitted including the revision number.

12. Location

If known, state the permanent location where the plant will be used. Location for tower crane bases to be stated.

13. Modification to design

If this application is for modification or alteration to a previously registered design, provide the original plant design registration number.

14. Details of plant

Provide details for the particular type of plant where applicable in 14a, 14b, 14c, 14d, 14e or 14f.

15. Applicant's statement, signature and date

May be the Designer, Manufacturer, Importer, Supplier, Owner or a person who has authority to sign on their behalf.

Design verifier (completed by design verifier)**16. Statement by design verifier**

Insert description of plant, the technical standard(s), drawing number(s), name of design verifier, qualifications, name of organisation, contact details, signature and date. It is important that the drawing number(s) match the drawing(s) submitted including the revision number.

Confirmation of registration (completed by Workplace Health and Safety Queensland)

This section is completed by Workplace Health and Safety Queensland.
The design registration number is allocated and approved by a designated officer within the Department.

Statement by designer (completed by designer)

In addition we request that the statement by designer (last page of the application) be completed as well to assist in our application approval process.

For further assistance contact Workplace Health and Safety Infoline 1300 369 915.

Submit an application

An application for registrable plant design must be submitted on the approved form (Form 14 - Application for registration of registrable plant design) for:

- a new plant design
- plant that has had the design modified

The same registration process applies whether it is for a new plant design or whether it is a modification to an existing plant design.

To ensure that your application gets processed and approved as quickly as possible ensure:

1. Form 14 - Application for registration of registrable plant design has been fully completed
2. Payment of \$87.80 has been forwarded with application
3. Design verifier section of form 14 has been completed by the design verifier
4. Design or representational drawing(s) (no larger than A3) are included with the application

It is preferred if applicants submit their applications electronically. If you require more information about electronic lodgement contact the Technology Services Unit, Workplace Health and Safety Queensland on 1300 369 945.

Where do I submit my application?

An application for registration of registrable plant design can be either posted or emailed to:

Postal address

Technology Services Unit
Workplace Health and Safety Queensland
Department of Industrial Relations
Post: 4th Floor, Lutwyche Shopping Village
543 Lutwyche Road
PO Box 820
LUTWYCHE QLD 4030

Email address leanne.osmond@deir.qld.gov.au

What happens after I submit an application?

After receiving an application and payment has been receipted:

1. Workplace Health and Safety Queensland will assess your application.
2. Each section of the application form is thoroughly checked to ensure all information provided is correct. It is important that all applicants provide the correct information in the first instance as this will ensure the applications are processed without delay.
3. If any information is missing, the applicant will be contacted either by email or phone.
4. Once details are verified and correct the application will be approved.
5. The original application will be returned to the applicant and a copy kept with the Workplace Health and Safety Queensland.
6. Plant design number will be provided on your original application. This needs to be permanently marked on the plant and clearly visible by all.
7. Following the registration of plant design, an owner is required to register specified items of plant before it is permitted to be used at the workplace.

Payment options

Payment of **\$87.80** must be made **up front** to the Department of Industrial Relations otherwise applications will not be processed. GST does not apply to this fee.

Three options of payment are available:

1. Attach a cheque or money order with your application. This should be made payable to the Department of Employment and Industrial Relations (DEIR).
2. Faxed authorisation with credit card details to (07) 3247 0250.
3. Ring the technology services unit on 1300 369 915 and provide credit card details over the phone.

Accepted credit cards are: American Express, Visa and Mastercard.

Diners Club is not accepted.

No invoices shall be issued.

Modifications to an existing design registration

Modification to an existing design registration must be submitted on a Application for Registration of Registrable Plant Design (Form 14).

The same registration process applies whether it is for a new plant design or whether it is a modification to an existing plant design.

Minor modifications, not affecting the structural integrity or safe use provisions, require a letter of notification only. A letter of notification will need to be forwarded to Workplace Health and Safety and Queensland.

Acknowledgement of this notification will be provided in writing.

Reciprocal design registrations with other States

Workplace Health and Safety Queensland (WHSQ) is no longer required to issue reciprocal design registrations (Queensland reference numbers). The design registration number provided under a “corresponding law” will be acceptable in Queensland. Corresponding law is defined in the Regulation as a law of the Commonwealth or another State about workplace health and safety.

The following procedures for plant design registrations will apply in Queensland when a registration is held in another state:

- the plant design registration under a corresponding law will be acceptable in Queensland
- if requested, a certified copy of the original approval letter for the particular plant design is to be produced within 10 days
- the plant design number must be given to the manufacturer, supplier and user
- the plant design number must be permanently marked on the plant so it is clearly visible.

My plant design comes from overseas?

Workplace Health and Safety Queensland does accept well-known published international technical standards as well as Australian Standards for design registration. A competent person (preferably a suitably qualified and experienced professional engineer) must complete the design verifier section on page 2 of the application form (Form 14). The design verifier should pay particular attention to the following fields:

- Description of plant
- Drawing(s) No.
- Name of technical standard(s) or engineering principles
- Name of design verifier
- Qualifications
- Signature

Design verification

Who can verify the plant design?

WHSQ now requires design verification to be carried out. Form 14 (last page of the application form) must be completed and signed by a qualified person.

A **design verifier** for a design of plant means a person who has acquired by qualifications or design experience the knowledge and skills to accurately state that the design or part of the design for which a design verification statement is to be made, complies with a particular technical standard or engineering principles.

The design verifier should state that:

- the plant design complies with a relevant technical standard(s) or engineering principle
- he/she was **not involved in the original design.**
- The design verifier should preferably have the qualification and experience in the relevant areas of the plant he/she is design verifying.

Design verifier has professional qualification(s) and professional organisation membership

Where the design verifier has professional qualifications (relevant degree) and is a member of a relevant professional organisation, please provide the following:

- description of professional qualification
- membership details including membership number to any professional organisations

Subsequent registrations that this person verifies (for similar plant) will only require sufficient details to establish the identity of the verifier

Design verifier does not have professional qualification(s)

Where the design verifier does not have professional qualification(s), the competence to verify the plant design involved can be derived from a combination of training, qualification and experience in a relevant field.

In this instance WHSQ requires the following:

- copies of any relevant qualification(s) (certified by a Justice of the Peace)
- description of tasks (relevant to this design verification), including the name of the organisation(s) and the length of time performing these tasks
- details of membership to relevant industry organisations

Workplace Health and Safety Queensland may confirm this information with the organisations involved.

Comprehensive details to establish the competence of the design verifier will only be required for the first design registration verified by this person.

Subsequent registrations that this person verifies (for similar plant) will only require sufficient details to establish the identity of the verifier

Locate a design verifier

Workplace Health and Safety do not provide names of design verifiers as part of its core business.

The following organisations will be able to assist by providing you with the details of professional engineers (design verifiers) in your area:

- Board of Professional Engineers of Queensland
Phone: 07 3224 6032
Address: First Floor, The Mansions, 40 George Street Brisbane QLD 4000
PO Box 213 Brisbane Albert Street BC QLD 4002
Email: warddj@bpeq.qld.gov.au
- The Association of Consulting Engineers Australia (ACEA) – Queensland
Phone: 07 3211 4685
Address: Suite 6, 414 Upper Roma Street Brisbane QLD 4000
PO Box 1407 Carindale QLD 4152
Email: acea@associationsupport.com.au
- Institute of Engineers Australia – Queensland Division
Phone: 07 3832 3749
Address: 447 Upper Edward Street Brisbane QLD 4000
Email: qld@engineersaustralia.org.au
- National Engineering Registration Board
Phone: 02 6270 6523
Address: The Registrar, 11 National Circuit Barton ACT 2600
Email: mbevan@engineersaustralia.org.au

Marking of design registration number

Requirements for marking

Section 16(c) of the *Workplace Health and Safety Regulation 1997* requires that plant requiring design registration in Queensland must be marked with the design registration number.

As it is impractical to mark the design registration numbers of every state (in which an application has been approved) on an item of plant, the design registration marking from any Australian State or Territory is sufficient.

If the plant design number is not marked and clearly visible this is a breach of the law.

As a best practice advice, an owner of the plant should also include the design registration number in the operator's manual.

How do I mark scaffolding?

When scaffolding is erected, a design registration number is to be displayed at any of the main access points (e.g. on a 'scaff tag' system or other weather proof system).

This also includes:

- all "stand alone" scaffolding is to be identified with its design registration number
- every bird-cage on site is to be provided with a design registration number
- every mobile on site is to be provided with a design registration number
- all perimeter scaffolding on site is to be provided with a design registration number

It is generally considered to be impractical to mark every individual scaffolding component due to the large quantity of components.

The design registration number must be legible for as long as the scaffold is erected on site (i.e. the number is to be water and fade resistant for the duration of the job).

Looking at buying plant?

Try to get as much detail as possible about the plant you are purchasing.

If you are about to purchase a piece of plant you should consider the following:

Step 1 – Does it require a plant design registration?

- Check to see if the plant requires plant design registration.
- If it is a newly designed plant, an application for registration of registrable plant design must be submitted to Workplace Health and Safety Queensland.
- If the plant design registration has been previously submitted and a design registration number issued, the design registration number is clearly marked on the piece of plant.
- Have modifications been made to the plant design since its registration. If yes, a design registration needs to be resubmitted.

Step 2 – Does the plant require registration

- Check to make sure whether or not the plant needs to be registered. View list of plant types requiring registration.

Step 3 – If yes, you will need to check:

- Has it been registered by the previous owner? What is the plant registration number?
- If plant ownership changes, whoever holds the Certificate of registration for registrable plant must notify the Department.
- The new owner will then be required to register the plant they have just purchased.
- An application for registration must be submitted before the plant can be used at a workplace.

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