



Plant registration

The *Workplace Health and Safety Regulation 1997* lists what must be registered, the fees that must be paid and the procedures for applying for registration.

Definition of plant

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

Who must register plant?

Who must register plant?

What type of plant requires registration?

Mobile plant, fixed plant, certificate of registration

Submit an application (form 8)

Electronic lodgement, paper lodgement

How much does it cost to register plant?

Registration or renewal fees for boiler, unfired pressure vessel, crane or hoist, concrete placing boom, building maintenance unit, service lift, a lift other than a service lift, escalator, airconditioning unit and specified amusement device

What happens after I submit an application?

Registration fee payment, plant registration expire date

Payment options

Cheque or money order, fax, phone

Renewal of registration (form 25)

Renewal notice, renewing the registration of registrable plant

What do I need to do if ownership changes?

What to do when plant ownership changes?

Looking at buying plant?

Newly designed plant, unregistered plant, registered plant

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) personal protective equipment; and
- (c) a component of plant and a fitting, connection, accessory or adjunct to plant.

Plant also includes specified high risk plant.

The following items of plant are specified high risk plant:

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

Schedule 2 of the *Workplace Health and Safety Act 1995* states that an air-conditioning unit is a unit of plant that provides air-conditioning and that either:

- (a) incorporates a cooling tower; or
- (b) consists of 1 or more compressors and the power rating required for operation of the air-conditioning unit is 50 kW or more.

Air-conditioning units and cooling towers are not covered by the national standard. In Queensland's environment there are strong policy grounds such as increased risk of legionella disease, for this type of plant to be registered.

All air-conditioning units that require a power rating of 50kW or more to operate are required to be registered in Queensland, even if there are 1 or more compressors required to operate the unit.

Who must register plant?

The owner is required to register registrable plant. Owner includes any person leasing the plant or a mortgagee in possession of registrable plant.

An owner of plant must not use the plant, or permit the plant to be used at a workplace unless the plant has been registered. Owners who want to register a plant must apply to Workplace Health and Safety on Form 8 – Application for registration of registrable plant.

Schedule 4 to the *Workplace Health and Safety Regulation 1997* lists the plant that requires plant design registration. It is the responsibility of the owner, if applicable, to ensure the plant design is registered in accordance with Schedule 4. Plant registration does not allow usage of the plant, should the above not be complied with.

What type of plant requires registration?

Schedule 3 of the *Workplace Health and Safety Regulation 1997* requires the following plant to be registered:

- **Air-conditioning units**
- **Boilers** (categorised as hazard level A, B or C under the criteria mentioned in AS 4343, as in force on 1 July 2000)
- **Building maintenance units**
- **Cooling tower** (a device for lowering the temperature of water by evaporative cooling in which atmospheric air passes through sprayed water exchanging heat and includes a device incorporating a refrigerant or water heat exchanger)
- **Lifts** (other than lifts installed in a private residence within the meaning given by AS 1735)
- **Escalators, including moving walkways**
- **Mobile cranes** with a safe working load of more than 10t, other than those that are manually powered.
- **Pressure vessels categorised as hazard level A, B or C under the criteria mentioned in AS4343, as in force on 1 July 2000, other than –**
 - (a) refillable gas cylinders mentioned in AS 2030 and
 - (b) LP gas fuel vessels for automotive use mentioned in AS 3509; and
 - (c) Serial produced vessels mentioned in AS 2971
- **Specified amusement devices** (classes 2, 3, 4 or 5 under AS3533.1 - 1997 excluding coin operated amusement devices)
- **Tower cranes**, other than those that are manually powered
- **Truck-mounted concrete placing units with booms** other than those that are manually powered

A certificate of registration will be issued for fixed plant or a certificate of registration and sticker will be issued for mobile plant. Items listed may require the rated capacity on the application form (form 8) to ensure the correct fee is charged.

Registering mobile or tower cranes

From 1 January 2006:

- owners of tower cranes and mobile cranes must have their cranes inspected by a competent person before registration on 31 January each year
- owners must ensure the cranes have been safely maintained
- a **competent person** who is qualified to inspect mobile or tower cranes must have:
 - sound knowledge of relevant Australian Standards, relevant codes of practice and other relevant legislation
 - sound knowledge and competence in the risk management process for the erection, operation, maintenance, repair, alteration and dismantling of cranes
 - the necessary skills acquired, through training, qualifications or experience, to design procedures for the inspection, maintenance and repair of the crane

From 1 February 2007

- In addition to the yearly inspection above, a major inspection to be conducted every 10 years on all tower cranes and mobile cranes by a suitably qualified engineer.

Registrations for mobile and tower cranes must be completed on the application for registration of registrable plant form or application for renewal of registration of registrable plant.

Ensure that the section 'additional requirements for mobile or tower cranes' has been fully completed declaring:

- date of crane manufacture
- inspection details by a competent person
- qualifications of competent person
- and signed by the owner declaring the above 3 things are correct

Submit an application

From 1 January 2006 there are new requirements for registering mobile cranes and tower cranes.

There are two ways of submitting an application for registration of registrable plant (form 8) for plant that requires registration:

- Electronic lodgement
- Paper lodgement

Electronic lodgement

Electronic lodgement of the application form is available.

You will need to lodge a separate form for each item of plant to be registered.

Paper lodgement

Form 8 - Application for registration of registrable plan can be completed manually. Send the original completed form to the Workplace Health and Safety Queensland Office nearest to where the owner is located and retain a photocopy for your own records.

You will need to lodge a separate form for each item of plant to be registered.

How much does it cost to register plant?

The **same fees** apply to an original application for registration or a renewal of registration plant, if the plant is registered for the full twelve months. Otherwise a pro rata fee will apply.

The following table extracted from Schedule 1 of the *Workplace Health and Safety Regulation 1997* sets out the fee for registration or renewal of registration of registrable plant.

| Type of plant | Fee amount |
|---|------------|
| Boiler with a heating surface of (this is subject to subsection (3)) | |
| (i) not more than 5 m ² | 59.75 |
| (ii) more than 5 m ² but 10 m ² or less | 143.10 |
| (iii) more than 10 m ² but 60 m ² or less | 224.75 |
| (iv) more than 60 m ² but 500 m ² or less | 430.60 |
| (v) more than 500 m ² but 2 000 m ² or less | 761.90 |
| (vi) more than 2 000 m ² | 1286.70 |
| Unfired pressure vessel with a capacity of: | |

| | |
|--|---------------------------------|
| (i) more than 0.5 m ³ but 5 m ³ or less | 64.70 |
| (ii) more than 5 m ³ but 15 m ³ or less | 110.60 |
| (iii) more than 15 m ³ but 30 m ³ or less | 166.60 |
| (iv) more than 30 m ³ | 219.15 |
| Crane or hoist (other than vehicle hoists, building maintenance units or elevating work platforms) with a safe working load of: | |
| (i) not more than 10 t | 120.65 |
| (ii) more than 10 t but 50 t or less | 253.90 |
| (iii) more than 50 t | 317.65 |
| Concrete placing boom | 120.65 |
| Building maintenance unit | 65.95 |
| Service lift | 45.70 |
| A lift other than a service lift | 79.35 plus 18.30 for each floor |
| Escalator | 61.40 |
| Air-conditioning unit | 149.80 |
| Specified amusement device that is classified as: | |
| (i) a class 2 amusement device | 120.65 |
| (ii) a class 3 amusement device | 184.55 |
| (iii) a class 4 amusement device | 253.90 |
| (iv) a class 5 amusement device | 253.90 |
| If a boiler is heated electrically, the fee payable must be worked out on the basis that 1 kW equals 0.08 m² of heating surface. | |

What happens after I submit an application?

1. Upon receipt of your application, an assessment of fees due will be calculated.
2. An invoice will be sent out to the applicant requesting payment.
3. Registration is valid from the date stated in the certificate until 31 January in the following year.
4. All plant registrations **expire on 31 January** each year. Workplace Health and Safety Queensland will send out an application form for renewal of registration before this date.

Payment options

On receipt of your application, an invoice from Workplace Health and Safety Queensland will be sent out for fees payable.

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 Industrial Relations (DIR).
2. Faxed authorisation with credit card details to (07) 3247 9426.
3. Ring 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.

GST does not apply to this fee.

Renewal of registration

From 1 January 2006 there are new requirements for registering mobile cranes and tower cranes.

All plant registrations expire on 31 January each year. Workplace Health and Safety Queensland will send you an application form for renewal of registration (form 25) before this date.

An application for renewal of registration of registrable plant (form 25) can be completed online electronically but payments cannot be made on-line.

An invoice will be raised for the amount owing and sent out to the applicants whether applications have been submitted in hard copy or electronically. You may choose to pay the fee owing by either of the three options available.

What do I need to do if ownership changes?

If you hold a certificate of registration for registrable plant, you must notify Workplace Health and Safety Queensland in writing within 28 days of change of ownership of the plant to be eligible for a refund of fees.

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.

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.