



# Classified Plant Procedure

## OP-PRO-00411

### 1 Purpose and Scope

The purpose of this procedure is to ensure compliance with regulatory requirements relating to registered classified plant and equipment on both mine sites covered by Mines Safety legislation and also work areas covered by Work Safe occupational safety and health legislation.

The Classified Plant Procedure provides mandatory requirements to support sustained conformance with regulatory and Roy Hill Holdings HSES Management and Performance Standards specifically “PS10 Working with Stored Energy.” Mine site areas are covered under the Mines Safety and Inspection Regulations 1995, whilst other work areas are covered under the Occupational Safety and Health Regulations 1996.

This procedure applies to all classified plant and equipment entering or being brought onto Roy Hill operational sites or other areas over which Roy Hill has accountability. This procedure covers the role of management requirements relating to registered classified plant including tasks appointed competent persons to inspect registered classified plant and the duties of certain persons as to use of plant.

This procedure includes requirement for competent contract personnel to ensure that their plant and equipment is appropriately checked and recorded before being permitted to be utilised on site and includes the use of such plant.

Both the Mines Safety and Inspection Regulations 1995 and the Occupational Safety and Health Regulations 1996 impose an obligation upon employers to identify hazards associated with plant and to assess risks, as well as reporting of incidents involving classified plant. The legislation also details regulatory obligations for designers, manufacturers, suppliers, importers, erectors and installers and suppliers of plant by way of hire or lease, of such equipment and this must be given consideration during any construction activities or when changing or detailing new equipment to ensure that such equipment is compliant.

### 2 Procedure

#### 2.1 Site Entry of Classified Plant

The following conditions apply for entry of classified plant onto a work site:

- Registration number – Each class of classified plant must be registered, either with a DMP (Resource Safety) Division number the plant shall have documentary evidence of registration and registration numbers should be marked clearly and readily visible. They can be stamped or painted.
- Last Inspection date – documentation providing certification of inspection by a competent person shall be current. (Please Note – itinerant plant can be on site and not registered with the DMP if it meets the terms as set out in SME General Exemptions, if it exceeds the maximum period of Inspection whilst at site, as set out in the MSIR Schedule 3, it then must be registered)

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- Next inspection date – this shall be provided on the last inspection certificate (should also be noted in Cranes and EWP log books)
- Log Books – for those classes of plant that require them. To be appropriately filled with required detail and shall be current
- Safe working Load (SWL) Working Load Limit (WLL) – to be tagged or clearly marked on any lifting equipment, cranes, hoists, workboxes and baskets
- Operations manual – to be kept with machine (cranes, hoists, workboxes, baskets and man cages)
- Wire rope certificate – where applicable, certificate for wire rope inspection shall be current
- Pressure relief valve certificate – re pressure vessels, the PRV should have current test certificate documentation
- Visual Damage Inspection (VDI) – ensure the item of classified plant is “Fit for Purpose” that is, no visible damage before allowing onto site, faults should be rectified and subject to inspection by an authorised and competent person as meeting the Australian Standard (AS) for that class of plant

## 2.2 Non-Compliant Classified Plant

Non-compliant classified plant shall be parked up / stood down/ refused entry to site until the relevant issues have been rectified and appropriate covering documentation provided to certify the rectifications have been completed to standard and inspected by a competent person. In case of an incident resulting in break, damage or failure of registered classified plant, the details of the incident shall be reported to the State Mining Engineer.

## 2.3 Removal of Plant from Site

Where Roy Hill owned and registered classified plant has been permanently removed from operations or has left a mine site, there is an obligation to notify Resource Safety (DMP) in accordance with Regulation 6.40(3) Mines Safety and Inspection Regulations. If plant is sold to another mine site, the new owner is required to apply for its registration and is required to submit a copy of the previous registration with the DMP instead of drawings, calculations and compliance statement (General Exemption). This notification does not apply to itinerant plant that may come and go on a frequent basis.

The site must have a system whereby any classified plant and equipment including that of contractors, that is being removed from site is notified and must have the removal date entered in the classified plant register.

Two registers shall be maintained by an approved person nominated by the Registered Manager:

- 1) Permanently Located Plant.
- 2) Itinerant Plant (if there is regular access and egress of such plant and for items of classified plant that are covered by an Australian Standard but are not required for registration.

The registers in the form of spreadsheets shall contain as a minimum the following information for each items of classified plant:

- SAP functional location
- Physical installed location
- Description
- Manufacturer

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- Model
- Serial number
- Equipment design registration number (for plant requiring registration)
- Equipment design Registration certification number or 3rd party design verification number (for plant requiring registration)
- Registration number (DMP) (for plant requiring registration)
- Capacity / volume (for pressure vessels)
- Hazard level for pressure vessels
- Primary Safe working Load (SWL) (for EWP's, cranes and hoists)
- Secondary safe working load (SWL) (for cranes and hoists)
- Date of installation pre in service inspection
- Statutory Inspection period
- Date of next statutory inspection
- Non-conformance or comments section

The register shall indicate any special issues such as Exemptions granted or specific conditions / requirements. The register shall be kept up to date and entries made without delay. The register shall identify the appointed person / classified Plant Inspector.

## 2.3.1 Individual Records

The approved person shall maintain records which shall be kept in separately identified files / sections / folders of all Classified Plant or in the case of RH assets the information will be retained in the RHIO Computerised Maintenance Management System (CMMS) and shall include the following:

- All inspections
- Commissioning Reports
- Relevant testing
- Maintenance inspections
- Any alterations or modifications
- Incidents involving item of plant (retained in the RHIO INX system)

The equipment log and pre-start books are up to date at all times and is kept in the cabin of the relevant item of equipment (RH asset log book information is to be maintained in the CMMS)

## 2.3.2 Classified Plant Record Book

This is one of the primary record books on a work site and specifically on a mine site. Its primary use is to record the results of all:

- Record registrations and inspections of all classified plant
- Record details relating to classified plant
- Facilitate the scheduling and planning of statutory / non statutory inspections and other maintenance activities associated with classified plant.

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- Only authorised persons are to make entries in this record book; an appointed competent person, a person approved by the State Mining Engineer, Special Inspector of Mines (Machinery).
- Entries shall be made without delay and kept up to date. Entries shall be clearly written in ink with the position / identity of the person making the entry easily recognisable.

## 3 General Exemptions

From time to time the State Mining Engineer and regulatory authorities make General Exemptions in relation to specific items of classified plant including pressure vessels.

Copies of General Exemptions are held on site in an Exemptions file located with the Registered Manager and are also available for viewing within the company I CARE system under the Compliance tile, then “Exemptions.” Relevant personnel shall make themselves conversant with the detail and application of the General Exemptions.

## 4 Itinerant Classified Plant Site Entry Stickers

Roy Hill has developed site entry stickers for itinerant plant that is coming and going on a frequent basis from Roy Hill sites. This will provide for smoother operational activity and planning where items of equipment might be temporarily removed for non- mechanical repair, servicing in line with OEM specifications, temporary removal to other works, minimisation of hire time and costs where no work is available during that time.

Stickers shall be of an appropriate distinctive colour/size and will have the next inspection month and year holes punched on the sticker by an authorised competent person.

The next inspection month and year shall be the same as the next inspection date on the statutory inspection certificate and shall not be extended beyond this date.

Stickers will be issued dependent upon the equipment provider complying with and ensuring that:

- The equipment log and pre-start books are up to date at all times and is kept in the cabin of the relevant item of equipment
- Certifying that the crane or item of equipment and its accessories such as chains, etc., have not been involved in an incident or been damaged in the intervening time it was off site
- A responsible person nominated by the hiring company shall complete the appropriate site re-entry check list and forward it to the [rh.classified.plant.inspection@royhill.com.au](mailto:rh.classified.plant.inspection@royhill.com.au) in-box
- Copies of all documentation are current and up to date and provided on initial issuance of the sticker
- Any relicensing or recertification of equipment in an intervening period relevant to the sticker time frame, is completed and detail advised in the documentation on return to site
- Any non-compliance with the above conditions shall result in the immediate withdrawal of the Roy Hill sticker and the equipment shall be subject to the normal full inspection process

## 5 Reporting of Incidents

Incidents involving classified plant whether on a mine site or on other worksites controlled by the company must be reported to the relevant statutory authority. This includes any incident suspected of causing distortion, breakage, failure or damage of any registered classified plant used at the site.

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Registered classified plant that has sustained, or is suspected of having sustained, distortion, breakage, failure or damage shall not be used again until it has been found to conform to the design initially accepted by the State Mining Engineer. Registered classified plant that has been repaired or modified shall not be used until it is verified that it conforms to the applicable Australian Standards, unless prior approval is obtained from the State Mining Engineer. The Incident Management Process is contained in Appendix 5.

On a mine site the duty of reporting lies with the Registered Manager and the detail is covered by MSIR Regulation 6.36

## 6 External Audits

Annual or bi-annual external audits shall be organised with approved organisations to comply with regulatory requirements.

## 7 Rail

Items of classified plant and pressure vessels in rail operations may be inspected by inspectors from Work Safe. This includes air receiver pressure vessels located in maintenance areas, pressure vessels on rail wagons and pressure vessels on locomotives.

All pressure vessels and air receivers on rolling stock and locomotives should be endorsed with the ASME standard stamp and have a certification or design number imprinted upon them.

Rail personnel shall ensure that Work Safe Inspectors are accompanied by appropriately trained and rail certified personnel when inspecting rolling stock.

## 8 Trained Operators

Personnel operating any classified plant shall be holders of the requisite current and valid certificate or high risk licence which shall be recorded as part of their competencies.

Personnel have an individual obligation to ensure that they renew the respective certificate or ticket and provide a copy of the renewed certificate or licence to the employer.

Employers have an obligation not to allow personnel without current and valid certificates or licences to operate such equipment.

## 9 Accountabilities

### 9.1 Mine Sites (Department of Mines and Petroleum)

The Mines Safety Inspection Act 1994 and the Mines Safety Inspection Regulations, specifically refer to Classified Plant and Equipment (MSIR Part 6 Division 3 Regulation 6.1) and also the requirement to maintain a Register of Classified Plant (MSIR Regulations 6.25 and 6.34). Other regulations relate to repairs, modifications and reporting of incidents affecting registered plant. Schedule 3 of the MSIR contains the detail of what equipment and items are considered to be registered classified plant.

There is also a requirement to ensure classified plant is inspected by appropriately qualified and trained personnel before being permitted to operate such equipment on a mine site (MSIR Regulation 6.40).

#### 9.1.1 Registered Manager Accountabilities

The Registered Manager has responsibilities relating to registration of plant under Regulation 6.34, and reporting of incidents affecting classified plant under Regulation 6.36 Mines Safety and Inspection Regulations 1995.

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Ensuring appropriate appointed competent personnel are in place and properly trained will assist the Registered Manager and the company in discharging their obligations relating to registered classified plant as well as ensuring that such personnel are fully aware of their role and responsibilities. Such personnel will be deemed “responsible persons” in accordance with Regulation 6.40 Mines Safety and Inspection Regulations 1995. In Such a case a person who has been trained and appointed as a classified Plant Inspector

The registered Manager of a mine site may formally appoint a competent person as a Classified Plant Coordinator to be responsible for the coordination and management of all classified plant used at the relevant site. The appointment shall be in accordance with the existing Appointment Procedure. The appointed person shall have a mechanical background that may include specific trade or engineering qualifications, related high risk competencies and shall have completed a Classified Plant Inspection course approved by the employer.

In the case of purpose designed/unique items, detailed design drawings, design calculations and design verification declarations by independent reviewers, must accompany the application. In the case of serially produced items already having a design approval from another relevant statutory authority within the Commonwealth of Australia e.g. air receivers, air/oil separators, vehicle hoists and the like, copies of the MDR, HTC and evidence of design review and approval/registration by other statutory authorities are considered sufficient for the purpose of registration and are not required to be re-registered as such, and are covered under the General Exemption issued by the State Mining Engineer

Any new registration shall be in accordance with MSIA Regulation 6.34. Application Form’s for registration are available on the DMIRS website. Additional information is available through I Care, within the Significant Incidents and Alerts Information Centre under Classified Plant.

## 9.1.2 Appointments

Classified Plant Appointments are for the whole of site, not just specific work groups. Classified Plant Inspectors have three category groups as follows:

- Statutory external inspectors who are usually certified engineers and are responsible for mandatory statutory inspections by external bodies in line with the legislative obligations. This will also include Condition Monitoring inspections where the inspector is not looking at the operational activity of the crane but at the actual condition of specific components. They will be appointed by Roy Hill and will sign both the appointment letter and the Mine Record Book. Such groups of personnel include Asset Management Engineers and Heavy machinery Inspections.
- External classified plant inspectors who are employees of contracting organisation, but are qualified as classified plant inspectors and who will be given an appointment letter through Roy Hill as part of the process of facilitating the business and ensuring costs are contained. They will be responsible for certifying their own company’s equipment when it is coming to our sites and will provide the appropriate documentation. Failure to apply due diligence in this process or not completing such inspections in a proper manner may result in revocation of the appointment and require full inspections of equipment every time the equipment is mobilised to site.
- Contractor Classified Plant Inspector appointments where such person is on the specific work site shall also be verified and countersigned by the Senior Site Official (SSO) for the specific company.
- Internal classified plant inspectors will inspect itinerant equipment being brought onto site as well as equipment that has been modified at site, repaired, or is being put back into service after damage. Roy Hill will maintain 2 levels of such inspectors as follows:
  - **Level 1** – Appointed to inspect all itinerant classified plant except mobile cranes. Shall be appointed based on experience and qualifications at the discretion of the Cranes & lifting/classified plant steering

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committee and the registered manager. Shall complete the AME 2 day advanced classified plant course and complete the RH verification of competency.

- **Level 2** – As per level 1 but shall have the relevant experience and qualifications to inspect all mobile cranes. Shall be required to complete the 2 day AME advanced classified Plant course and 1 Day AME Crane Inspectors course. (crane course only required for inspectors completing AME courses after 30/07/2017)

Roy Hill Classified Plant inspectors will be appointed at level 1 or 2, dependent on what is being inspected. All levels of Roy Hill personnel Classified Plant Inspectors shall be able to conduct fixed plant inspections. All appointed CPI personnel, apart from statutory external inspectors, shall be required to be verified as competent utilising the itinerant CPI VOC process, before commencing such work activity.

There are always exceptions or cases where an inspector may feel he /she requires additional confirmation on issues during an inspection, especially with cranes. It is permissible to conduct an inspection utilising a support person such as a subject matter expert or a structural mechanical engineer who shall have at least 3 years' experience in the relevant area, who shall also countersign any inspection approvals.

## 9.1.3 Roy Hill Authorised Person or Classified Plant Inspector

Any person being authorised in writing, or appointed as a Classified Plant Inspector on a Roy Hill mine site, by the registered Manager, apart from statutory external inspectors, shall be appointed based on experience and qualifications at the discretion of the Cranes & lifting/classified plant steering committee, and must possess a certificate from a recognised Classified Plant Inspection course that has covered the relevant areas for which the person is to be appointed.

The AME 2 day CP inspector's course shall be as a minimum as this covers not only mobile equipment but also plant including pressure vessels, gas cylinders, etc. For such personnel inspecting cranes, the requirement will be to complete the AME 2 day classified Plant Inspection course and the 1 day AME crane Inspection course. This is the same course that all the regulatory inspectors are required to attend, so this will help to ensure so far as is practicable that everyone has the same understanding.

No appointment shall occur until the appropriate due diligence has been completed relating to the required qualifications and the person has been deemed "competent". Both Mines and OSH legislation provide the definition of competency as being those "qualified to perform the duties by reasons of knowledge, training and experience".

The appointed Classified Plant Inspector shall be responsible for inspecting equipment as it arrives on site, ensuring it is compliant and fit for purpose, checking copies of all documentation and ensuring that documentation and relevant information is entered into the site register.

## 9.1.4 Non or Off Site Inspections by External Classified Plant Inspectors

Where classified plant and equipment being brought to a work site is inspected by a duly competent and accredited classified plant inspector prior to being conveyed to the work site, full copies of the details and competency of the person / s inspecting the equipment shall be provided upon arrival of the equipment at the work site, in addition to all copies of licence, certification and registration required.

Such personnel will not be appointed under Section 44, but shall be recognised and added to a company list of approved persons. Equipment being brought to site under this arrangement shall still undergo visual inspection by competent site personnel. Failure by such personnel to properly inspect or certify equipment which is then found to be defective or non-compliant on arrival at site, shall result in those persons not being recognised for Roy Hill sites and inspection of equipment.

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## 9.1.5 Periodic External Inspections

Periodic external inspections shall be conducted by competent external statutory inspectors to ensure compliance with Regulation 6.40 of the Mines Safety and Inspection Regulations 1995 and Schedule 3 of those regulations. Such periodic inspections shall be facilitated by the relevant Maintenance managers / superintendents of the work sites.

All external statutory inspectors shall be appointed under Section 44 and separate appointments shall apply for each and every site for which they are appointed.

## 9.1.6 Classified Plant

Any contractor, supplier, installer, erector or any other person bringing or conveying classified plant or equipment to a work, site shall provide copies of all relevant registration, certification and licence details to enable the item of equipment to be properly recorded at the site.

## 9.1.7 New Classified Plant

Where contractor or suppliers are organising for new fixed plant or pressure vessels, cylinders, etc. relating to installation in construction processes or for other use, they shall be responsible for ensuring the plant or equipment is design registered, certified and licenced before it is brought onto the site. They shall supply copies of all documentation upon arrival of the plant or equipment at site before any further movement, placement or approval is given. The detail and documentation shall be entered in the Fixed Plant Register along with the final location of that equipment on the site.

## 9.1.8 Contractor Plant and Equipment

Contractors or suppliers including suppliers of hire or lease equipment, shall make themselves conversant with any General Exemptions that may have been issued by the Regulator.

Where a contractor brings classified plant or equipment to site they shall be responsible for ensuring that all appropriate documentation relating to design registration, certification and licencing is provided to the appropriate site person responsible for classified plant, prior to any plant or equipment being allowed to enter or operate on that site.

## 9.1.9 Other Work Sites (Work safe)

The Occupational Safety and Health Regulations 1996 Part 4 Divisions 2 and 3 covers the requirements for persons who are designers, manufacturers, suppliers, importers, erectors and installers in relation to certain types of plant and equipment. It also provides the requirements for persons who are the employer, main contractor, self-employed person, person having control of the workplace or a person having control of access to the workplace and suppliers of plant by way of hire or lease in relation to certain types of plant and equipment. This includes Rail.

## 9.1.10 Accountabilities

OSH Regulation 4.34 details the requirements of employers, main contractors, self-employed persons, persons having control of workplaces and persons having control of access to workplaces, to ensure records and made and kept of any maintenance, inspection, commissioning, alteration of or test results to plant and then lists the plant covered under those requirements (see also OSH Regulations Schedule 6.3).

Although there is no requirement to have a designated or appointed person as such (like mine sites) it is recommended that an appropriate competent person be delegated to cover such tasks and that records consistent with that of mine sites be maintained.

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## 9.1.11 Approved Quarantine Areas

Itinerant classified plant may only, with prior arrangement, being made with the “Approved Classified Plant Inspector”, be brought onto site and delivered to a designated sign posted “Quarantine Area”.

The equipment shall then be tagged out of service by the person bringing the equipment to site pending an itinerant classified plant inspection being completed.

The person responsible for bringing the equipment to site must contact the on-duty itinerant classified plant inspector with adequate prior notice to arrange to have the classified plant inspection carried out in a timely manner.

In the event the equipment is found to be non-compliant it shall remain out of service until all relevant issues have been rectified and the appropriate documentation is provided to the Itinerant Classified Plant Inspector.

## 10 Definitions

Term	Definition
Appointed Person	A person appointed by RHH or the Registered Manager of the mine site to perform duties or assist in the performance of duties in accordance with Sections 33, 33A, 34, 37, 38 and 44 of the Mines Safety Inspection Act 1994.
Appointed Person Register	A specific register (sites and Corporate) in hardcopy or electronic format that provides a complete record of all Appointed Persons including Contractors and which allows relevant persons and inspectors to identify appointed persons.
Authorised Person	A specific persons appointed by the Registered Manager (mine site) to duly appoint personnel under Section 44 of the Mines Safety and Inspection act 1994. Roy Hill utilises the Specialist compliance in this role for non-statutory positions, but not including statutory roles which shall be authorised by the Registered Manager.
Classified Plant	<ol style="list-style-type: none"><li>1) Mine Site detail is defined in Schedule 3 of the MSIR as boilers, air or gas receivers, pressure vessels fitted to earthmoving equipment, gas cylinders, serially produced vessels, pneumatic loaders of explosives, tower cranes, lifts, hoists, boom type elevating work platforms, vehicle hoists, mobile cranes, gantry and bridge cranes.</li><li>2) OSH work site detail is defined in Schedule 6.3 of the OSH Regulations and includes all of the equipment listed for mine sites and also includes mast climbing work platforms.</li><li>3) Both OSH and MSIA require plant to be registered and licenced before use. This incorporates licencing within any state in Australia.</li></ol>
Classified Plant Inspector	Appointed person (at mine site) or designated person for other work areas on the company operations. Shall possess the relevant skills and experience. And be verified as competent in both theory and practical components, and shall have successfully completed a relevant Classified Plant Inspection course.
Classified Plant Register	Book kept at a mine site specifically for purpose of recording registered classified plant in accordance with MSIR Regulation 6.40.
Competency	This is defined by the Mines Safety and Inspection Act 1994 as being “Qualified to perform by reason of knowledge, training and experience.”
DMIRS	Department of Mines, Industry Regulation and Safety

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Term	Definition
Duty Statement	A more detailed list of responsibilities and accountabilities for tasks on site in addition to the primary responsibilities detailed in the Appointment letter / Instrument of Appointment.
Employer	A person that employs an employee under a contract of employment.
HTC	Hydrostatic Test Certificates
Instrument of Appointment	The letter of appointment requiring signing by the Registered Manager and the nominated person. In cases of contractor personnel an additional signature of the Contractor Senior Site Official (SSO) is also required to verify competency.
Main Contractor	<ul style="list-style-type: none"> <li>a) The person for whose direct benefit all the work done at a construction site exists upon its completion.</li> <li>b) If the persons mentioned in paragraph (a) has engaged another person, other than his or her employee, to do or cause to be done all the work at the construction site, the other person so engaged.</li> </ul>
MDR	Manufacturer Data Reports
Mine Record Book	The critical Record Book on the mine site, which every appointed person is required to sign in accordance with Section 44 of the legislation.
MSIA	Mines Safety and Inspection Act 1994.
MSIR	Mines Safety and Inspection Regulations 1995.
OSH	Occupational Safety and Health Act 1984.
OSHR	Occupational Safety and Health Regulations 1996.
Person having control of a workplace	A person other than an employee who has to any extent, control of a workplace where persons who are not employees of that person work or are likely to be in the course of that work and where control is in connection with the carrying on by that person of a trade, business or undertaking (whether for profit or not); and includes a person who has, by virtue of a contract or lease, an obligation of any extent in relation to the maintenance or repair of a workplace.
Person having control of access to a workplace	A person other than an employee who has, to any extent, control of the means of access to and egress from a workplace where the control is in connection with the carrying on by that person of a trade, business or undertaking (whether for profit or not); and includes a person who has, by virtue of a contract or lease, an obligation to any extent in relation to the maintenance or repair of the means of access to or egress from a workplace.
SSO	Senior Site Official – refers to the senior person having responsibility for the mine site at any given time, usually the Registered Manager or their Alternate, or the General Manger for Rail Operations. In the case of validation of competency for contractors the Senior Site Official for the specific contracting group is also included as a person being required to sign off and validate the competency of the appointee for contractor appointment letters.

Table 1 – Definitions

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## 11 References

Document number	Title
	Mines Safety and Inspection Act 1994 (WA)
	Mines Safety and Inspection Regulations 1995 (WA)
	Occupational Safety and Health Act 1984 (WA)
	Occupational Safety and Health Regulations 1996 (WA)
	Rail Safety Act 2010 (WA)
	Rail Safety Regulations 2011 (WA)
	DMP General Exemptions
	Classified Plant Register – Itinerant Plant
	Classified Plant Register – Fixed Plant
OP-STD-00195	Roy Hill HSES Performance Standard 10 – Working with Stored Energy

Table 2 – References

## 12 Review

Reviews are to examine the appropriateness of the procedure, taking into consideration corporate, system and compliance requirements and legislative changes since the last review was undertaken.

This procedure is to be reviewed as follows:

- Reviewed annually in line with legislative compliance and changes

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