

BI-02.01 Introduction of equipment to site process

(Accountable - Engineering Manager (Site) (Unassigned))

Expectations

Only plant (including mobile equipment and monitoring systems) that meets site requirements is used on site.

Specify

Operating sites should have a formal process for introducing any equipment to site. The process should draw on clear specifications of machine types that meet site requirements - and include a process that includes: formal request for equipment to be brought in; information provided to supplying business on requirements; submission of evidence (plant safety file) information before or upon arrival on site; nominated responsible role holders on site tasked with inspecting and approving equipment for use, and; matching of equipment requirements with other site systems - including design (for physical constraints), training, maintaining, operating and responding to any emergency (with input from competent on/off site emergency response personnel).

Requirements:

1. Equipment intended to be brought to site is advised to the site maintenance department well before it is due to be deployed on site.
2. Contractual requirements which allow for inspections to occur prior to acceptance (for equipment purchases or hires) and prior to intended deployment on site (for service contracts), note: acceptance inspections can be completed before arrival at site e.g. pre shipping, at OEM factory, etc.
3. Information on site requirements (detailed specifications for mobile plant) are provided to suppliers, contractors and other relevant third parties well ahead of any plant delivery to site.

4. Operability and maintainability risk and control assessments are conducted on new types of plant being introduced to the site to confirm and/or inform site procedures and systems are in place to support ongoing safe and productive operation of the plant (which includes processes to confirm relevant emergency situations are considered and matched to site response capabilities).
5. Site requirements are communicated with providers of the plant prior to its arrival on site. Records should be prepared of conformance of the plant by the provider (which may require them to make modification off site) so they can be critically reviewed when the plant arrives.
6. Nominated members of the site maintenance/engineering team should tag any incoming plant unserviceable until confirming checks are made of completed records and to complete and record an appropriate series of checks on the item of plant to allow for:
 - Completed paperwork is submitted to maintenance planners (to raise an asset and apply an appropriate maintenance strategy);
 - Accompanying certificates and plant safety file information to be included in the information management system;
 - Formal removal of the out-of-service (or similar) tag and transfer of control of the plant to operational department workers.
7. Systems, particularly those with a safety related function, are formally proof tested as part of commissioning to confirm they will meet site requirements for alarm/trip points' detection and sensitivity.
8. Regularly during the time the plant is on site (typically as part of the 1,000 hour service) or whenever an approved item of equipment returns to the site after an absence, a nominated tradesperson conducts the site based inspection on the item of equipment to confirm that the item continues to meet site requirements.
9. Inspection requirements should match the type of plant being introduced.
10. Fixed plant installations are formally commissioned - in line with engineering and OEM guidance and the results of the commissioning process are included in the maintenance strategy and Plant Safety File for this installation/facility.

Implement

1. Trainers and Superintendents reinforce the requirements for any equipment arriving on site.
2. Superintendents and others arranging for equipment to be brought to site involve the relevant engineering personnel and make appropriate arrangements with third parties (e.g. contract companies) for their equipment to be checked and included in site asset registers prior to any site deployment.
3. Equipment arrangers coordinate the conduct of relevant risk analyses and matching to site systems.
4. Engineers or nominated trades workers inspect all equipment and associated paperwork to confirm the incoming plant meets site requirements - and pass on completed Intro to Site paperwork to maintenance planners and others.
5. Maintenance planners raise work orders for incoming plant in line with maintenance strategies meeting site requirements.

Monitor

1. Regular auditing of the asset register with tracking of any improvement opportunities identified.
2. Monitoring and tracking of the close out of identified maintenance tasks - with a priority given to safety related components.
3. Confirming checks that equipment on site continues to meet relevant site requirements and guidance standards is commissioned by senior engineering decision makers and the results tracked by senior site personnel.