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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ACTIVITY DESCRIPTION | STEP | INSPECTION FUNCTION | APPLICABLE STANDARD | ACCEPTANCE CRITERIA | SWMS | VAST INSPECTION | SIGNATURE | DATE | RECORDS/ REMARKS RESULTS |
| DELIVERY CO-ORDINATION |  |  |  |  |  |  |  |  |  |
| PRIOR TO DELIVERY VISUAL INSPECTION BY FOREMAN TO CO-ORDINATE DELIVERY ON SITE | 1 | VISUAL CHECK DIMENSIONS & WEIGHT | OHS. | COMPLIES |  |  |  |  |  |
| SITE DELIVERY |  |  |  |  |  |  |  |  |  |
| DETERMINE METHOD OF UNLOADING EG. CRANE, FORKLIFT, MAN POWER, SPECIALIST SUB CONTRACTOR & ARRANGE | 2 | SAFE WORK PRACTICE ARRANGE SUPPORT SPECIALIST | O.H.S. |  |  |  |  |  |  |
| CO-ORDINATE TIME OF DELIVERY | 3 | CONFIRM TIME |  | AS CONFIRMED |  |  |  |  |  |
| POSITIONING INTO PLACE EG. CRANE, FORKLIFT, ROLLERS, MANUAL, SPECIALIST SUB CONTRACTOR. IF PSG VIC ARE POSITIONING MAIN SWITCHBOARD, MANOUVERING KIT IS TO BE DELIVERED WITH THE MAIN SWITCHBOARD. DISTRIBUTION BOARDS REQUIRE LIFTING TROLLEY. | 4 | SAFE WORK PRACTICE | O.H.S. |  |  |  |  |  |  |