

Building Maintenance Unit (BMU's) Checklist

Plant and Equipment Checklist			
Plant Provider name			
BMU Manufacturer		BMU type / make	
Plant Registration No.		Serial No.	
Proposed Location for the BMU on site, e.g. Grids		BMC Plant Induction No.	

Item	Description	Check	
Risk assessment	A checklist should identify general hazards and associated risks relating to the use of the BMU e.g. entanglement, crushing, striking, electrical or other. The checklist should then detail control measures to eliminate or minimise risk.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Log Book	A current log book / log sheets available for recording daily safety pre-start checks. These are subject to random inspection.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Maintenance Reports	<i>BMU's are new items of plant, so maintenance reports are not applicable.</i> Proof of ongoing maintenance, i.e. maintenance records. The records should note the most recent inspection and who conducted that inspection. It may also describe any repair work carried out on the item of plant. Most importantly, there should be no outstanding items noted for repairs.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Operator's Manual	Operator's manual available relevant to the item of plant - kept with the plant.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
High Risk License / Competency of operator	Copy of the operator's certification or license to operate & erect the BMU is available. Copies of all tickets and evidence of training should be photocopied and stapled to employees induction form.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Plant Provider					
Name		Signature		Date	
Inspection Verified by the Subcontractor			Company Name:		
Name		Signature		Date	
Inspection Verified By Multiplex					
Name		Signature		Date	

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Part One – Initial Planning and Design	Check		
Have design specifications for the BMU been provided confirming the design is in compliance with AS 1418.13?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Have all design modifications to the BMU (if required) been approved by a certified professional engineer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Has a statement of assessment for the supporting structure been provided by a certified professional engineer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Part Two – Pre-delivery of Equipment	Check		
Has the BMU platform been factory tested through its operational functions with 150% of the SWL?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Has the BMU manufacturer / supplier provided a plant hazard risk assessment and relevant SWMS?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Have all relevant safe use instructions, operators' manual and daily checklists been provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Has a WorkSafe Notice of Plant Registration for the BMU been provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Part Three – Erection & Installation	Check		
Has a SWMS for the safe erection & installation for the BMU been supplied?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Are workers suitably qualified and trained to erect and install the BMU?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Has sufficient protection been provided for the public and other workers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Have signs and barricades been put in place to keep unauthorised persons from entering the set up area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Has consideration been given to the proximity of powerlines and other services?			
Part Four – Handover Process	Check		
Has the BMU been erected as per the design plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Has the monorail system been inspected and certified by a competent person (engineer)? Note: rail stops fitted where required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Has the site assembly and rigging been fully inspected and certified safe for use? Note: An ITP / Checklist should be provided to confirm what has been checked.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Have the following items: Load Test, Hoist Brakes, Over-speed Test, Emergency Stop, Power Supply, Working Limits, Safety Limits, and Restraint System been inspected and tested during the commissioning of the BMU?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>

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Has a certificate of electrical safety been issued for the BMU power supply? Note: if a temporary power supply is used, check that all leads and plug outlets are suitable and of sufficient capacity.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Is there a sign with the safe working load (SWL) in Kg fixed inside the BMU cradle?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Has a handover certificate / written statement of completion for the BMU been supplied?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Part Five – Operation of Equipment	Check		
Has the completed BMU been inspected before being used for the first time?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Have all persons working in the BMU received instruction in the operation of the equipment and the emergency procedures for the equipment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Are the worker(s) authorised by their employer to operate the BMU?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Is safe access provided for workers to enter and leave the BMU cradle?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Has sufficient protection been provided for the public and other workers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Are measures in place to protect the worker(s) on the BMU from falling debris?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Is there an effective method of communication between the BMU operators, the roof rig and the site first aid / emergency contacts?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Are emergency contact details clearly marked inside the BMU cradle?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Are emergency rescue procedures in place to remove trapped worker(s)? If BMU breaks down, only suitably qualified technicians are to re-set limit devices and identify potential faults with the BMU	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Part Six – Unattended Equipment	Check		
When the BMU is unattended for short periods, are appropriate safety measures observed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
When the BMU is left unattended for longer periods, are appropriate safety measures observed? E.g. restricted access to authorised personnel only.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Part Seven – Inspection, Service & Maintenance	Check		
Have the operator(s) prior to using the BMU, been completing the daily checklist?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Has the BMU undergone the monthly inspection?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Have all electrical leads, components and electrical protection devices been inspected and tested as per the Industry Standard for Electrical Installations on Construction Sites?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>

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Specific Requirements for South Australia			
Has a Design Registration form for the BMU been completed and issued to Safework SA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Has the electrical contractor supplied a certificate of compliance for electrical supply to the BMU?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>

Note: The Multiplex [MPX] Plant Induction Sticker shall be issued to the Plant Operator (or Contractor) once the plant complies with the requirements in the checklist above.

The number on the Multiplex Plant Induction Sticker must be recorded on this form (MPX Plant Induction No.) and on the MPX Plant Induction Register.

Refer to Australian Standard Cranes - Safe use Part 13: Building maintenance units AS 2550.13 for further information.