Procedure

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Document Title	**Daily Plant Inspection Procedure**
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Approved By	Brendan McKenna
Position	Director
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Purpose

Brendan McKenna Earthmoving Pty Ltd is committed to ensuring all plant, equipment and heavy vehicles are inspected before use to confirm they are safe, serviceable and fit for purpose. This Procedure establishes the requirements for conducting daily plant inspections to identify hazards, defects, maintenance requirements and compliance issues before work commences.

Daily plant inspections reduce the risk of injury, equipment failure, environmental incidents, unplanned downtime and damage to plant and equipment while supporting proactive maintenance management.

This Procedure forms part of the Brendan McKenna Earthmoving Integrated Management System (IMS) and supports compliance with the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 (Qld) and applicable Heavy Vehicle Accreditation (HVA) requirements for plant and heavy vehicle inspections.

Effective daily inspections contribute to the ongoing safety, reliability, roadworthiness, compliance and operational performance of plant and heavy vehicles throughout their operational life.

Scope

This Procedure applies to:

- All Brendan McKenna Earthmoving workers operating plant, equipment or vehicles.
- Company-owned plant and equipment.
- Hired or leased plant and equipment.
- Heavy vehicles and light vehicles used for company activities.
- Contractors operating plant on behalf of Brendan McKenna Earthmoving where required by contract or site requirements.

Responsibilities

Role	Responsibilities
Director	Ensure adequate resources are available to support daily plant inspections and maintenance activities. Ensure plant and equipment is maintained in a safe and serviceable condition. Review significant plant defects and corrective actions where required.
Supervisors	Ensure daily plant inspections are completed before plant is operated. Review reported hazards, defects and maintenance requirements. Arrange corrective actions and maintenance activities. Ensure unsafe plant is removed from service. Verify corrective actions have been completed before plant is returned to service.
Plant Operators	Complete daily plant inspections before operating plant or equipment. Accurately record inspection findings and defects. Report hazards, defects and maintenance requirements immediately. Cease operation of any plant considered unsafe. Immediately isolate unsafe plant in accordance with the OP-PR-017 Unsafe Plant Isolation Procedure. Comply with this Procedure and associated inspection requirements.
Contractors	Ensure plant provided for works is safe, compliant and fit for purpose. Conduct required inspections and maintenance checks. Report defects, hazards and unsafe conditions to site supervision.

Daily Plant Inspection Requirements

Daily plant inspections are a critical control measure used to identify defects, hazards and maintenance requirements before plant is operated. Inspections assist in ensuring plant remains safe, compliant and fit for purpose.

A daily inspection must be completed:

- Prior to first use each day or shift.
- Prior to operating newly delivered or hired plant.
- Following maintenance or repair activities.
- When a different operator takes control of plant where site requirements require inspection.
- Whenever a defect, damage or safety concern has been identified.

No plant is to be operated until the required inspection has been completed.

Where defects affecting the safe operation of plant or heavy vehicles are identified, the equipment shall remain out of service until assessed and authorised for return to service in accordance with company procedures.

Inspection Process

Daily inspections must be completed using the approved company inspection system.

Inspection records provide evidence of plant condition and assist with maintenance planning, legal compliance and continuous improvement activities.

Inspection records also support preventative maintenance planning, Heavy Vehicle Accreditation (HVA) requirements where applicable, performance monitoring and continual improvement of the Brendan McKenna Earthmoving maintenance management system.

Inspections may be completed:

- Through the company electronic inspection platform, www.form.mckgroup.com.au
- Via approved paper forms where electronic submission is unavailable.

Where paper forms are used due to communication limitations, the completed inspection must be submitted to the office as soon as practicable via email to inspections@mckgroup.com.au

The inspection must include:

- Date of inspection.
- Plant identification details.
- Registration number and MCK unit number shall be recorded for company asset identification and to support legislative compliance and Heavy Vehicle Accreditation (HVA) requirements where applicable.
- Operator details.
- Inspection findings.
- Defects identified.
- Corrective actions taken.
- Maintenance action required.
- Plant available for service (Yes / No).
- Operator acknowledgement.

Inspection requirements shall be completed in accordance with the Daily Plant Inspection Checklist (HS-FO-014).

Items to be Checked

The daily plant inspection shall include, where applicable, checks of the following items:

Safety Systems	Mechanical Condition	Operational Components	General Condition
Seatbelts	Fluid levels	Brakes	Cleanliness
Warning alarms	Hydraulic systems	Steering	Structural damage
Lights and indicators	Fuel systems	Tracks, tyres and wheels	Excessive wear
Mirrors and cameras	Engine condition	Attachments and couplings	Housekeeping
Fire extinguisher	Battery condition	Guards and protective devices	Environmental risks
Emergency equipment	Hoses and fittings	Controls and instrumentation	General site-related damage
Safety decals and signage	Leaks, damage and fluid leaks beneath plant	Safety interlocks (where fitted)	Security of plant

Defect Reporting and Corrective Action

Defects identified during the daily plant inspection shall be reported immediately to the relevant Supervisor, Operations Manager or Director.

Where a defect does not affect the safe operation of the plant, it shall be recorded and scheduled for repair through the normal maintenance process.

Where a defect affects the safe operation of the plant or heavy vehicle, the equipment shall be immediately removed from service and isolated in accordance with the OP-PR-017 Unsafe Plant Isolation Procedure until the defect has been assessed, rectified and authorised for return to service.

Defects shall be assessed to determine whether the plant:

- Can continue operating safely.
- Requires maintenance scheduling.
- Must be removed from service.

Defects and corrective actions shall be recorded within the inspection system and communicated to the relevant Supervisor, Operations Manager or Director.

Defects requiring maintenance shall be entered into the Plant Maintenance Register and monitored through to completion.

Plant or heavy vehicles shall only be returned to service once all safety-critical defects have been rectified, verified and the plant has been assessed as safe for operation.

Unsafe Plant

Plant determined to be unsafe must be managed in accordance with the OP-PR-017 Unsafe Plant Isolation Procedure.

Unsafe plant must:

- Be removed from service immediately.
- Be isolated where practicable.
- Be clearly identified as out of service.
- Not be operated until repaired, inspected and authorised for return to service.

Maintenance Management

Information gathered from daily plant inspections forms part of the Brendan McKenna Earthmoving preventative maintenance system and is used to identify, schedule, monitor and verify maintenance requirements for plant, equipment and heavy vehicles.

Inspection records shall be reviewed regularly to:

- Identify recurring faults.
- Schedule preventative maintenance.
- Prioritise repairs.
- Monitor equipment condition.
- Support legislative and Heavy Vehicle Accreditation (HVA) compliance.
- Improve plant reliability and operational performance.
- Identify maintenance trends for continual improvement.

Daily plant inspection completion rates and identified defects may be monitored through the company's Lead Indicator Register as part of ongoing performance monitoring and continual improvement activities.

Maintenance trends shall be periodically reviewed to identify opportunities for continual improvement, risk reduction and improved plant reliability.

HVA Compliance

Where applicable, daily inspections support the Brendan McKenna Earthmoving Heavy Vehicle Accreditation (HVA) Maintenance Management System by ensuring plant and heavy vehicles remain safe, compliant and roadworthy.

Operators must ensure:

- Registration details are accurately recorded.
- Vehicle defects are identified and reported.
- Safety-related defects are immediately reported.
- Vehicle condition remains safe and roadworthy.
- Defects are managed in accordance with company maintenance procedures.
- Inspection records are completed accurately and retained in accordance with the IMS Document Control Procedure.

Training and Competency

Workers conducting plant inspections must be competent in:

- Operating the relevant plant.
- Identifying defects and hazards.
- Completing inspection records.
- Reporting defects and unsafe conditions.
- Understanding inspection requirements for plant and heavy vehicles relevant to their role.

Training records shall be maintained within the Training and Competency Register.

Records

Records generated by this Procedure may include:

- Daily Plant Inspection Checklists.
- Electronic Inspection Records.
- Maintenance Requests.
- Defect Reports.
- Corrective Action Records.
- Plant Maintenance Records.
- Plant Maintenance Register.
- Lead Indicator Register entries.
- Training and Competency Records.

Records shall be retained in accordance with the Brendan McKenna Earthmoving Group Document Control Procedure and applicable legislative and Heavy Vehicle Accreditation (HVA) record retention requirements.

Related Information

- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)
- Managing the Risks of Plant in the Workplace Code of Practice 2021
- MCK Group IMS Registers Master
- Plant and Equipment Register
- Plant Maintenance Register
- HS-FO-014 Daily Plant Inspection Checklist
- OP-PR-003 Workshop Procedure
- OP-PR-017 Unsafe Plant Isolation Procedure
- HS-PR-001 Risk Assessment Procedure
- HS-PR-005 Incident Investigation & Reporting Procedure
- HS-FO-017 Near Miss Report
- HS-FO-019 Plant, Equipment & Asset Incident Report
- MCK Group Integrated Management System (IMS)