All HaloNT Partners must ensure that the following checklist, at a minimum, is acquitted when scheduled to undertake training or assessing activities at a non-approved training site.

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| PRE ARRIVAL |
| *Date* |  | *Done* |
|       | 1. Check requirement for dress – long sleeves, long pants, steel caps, hard hat (colour), other as required
 |       |
|       | 1. Check requirement for access site – warning lights, hazard lights
 |       |
|       | 1. Check parking requirements
 |       |
| ON ARRIVAL |
|       | 1. Ensure Amber Warning Lights are available, and use if required to enter a worksite
 |       |
|       | 1. Ensure parking in a correct or approved location
 |       |
|       | 1. Report immediately to site office and ensure that visitor registration (sign-in) procedure is followed. This may include site briefings, hazard management familiarisation and emergency evacuation familiarisation
 |       |
|       | 1. Report to training facility and to approved on site supervisor
 |       |
|       | 1. Check training facility for suitability, including:
	1. Tables and chairs (one per student)
	2. Whiteboard (including pens and erasers)
	3. Audio visual display (e.g.TV, project)
	4. Suitable ventilation (e.g. air conditioning)
	5. Access to tea/coffee making facilities (breakout area)
	6. Policy regarding smoking on site (smoke breaks)
	7. Parking (if necessary)
 |       |
|       | 1. Proceed to equipment and commence pre-check inspection
 |       |
|       | 1. Photograph
	1. Compliance plate;
	2. Cranesafe label; and
	3. Registration label (if required to access public roads)
 |       |
|       | 1. Ensure completion of *Offsite Equipment Declaration*, including sign-off of all staff involved in use.
 |       |
|       | 1. Ensure familiarisation and adequate training (briefing) for all equipment prior to use
 |       |
|       | 1. Ensure approved officer from site, remains with equipment at all times
 |       |
| ON DEPARTURE |
|       | 1. Ensure equipment is packed up, secured and stowed as required by site policy and procedure or according to the manufacturers specifications
 |       |
|       | 1. Report to site office for debrief and to sign-off site
 |       |
|       | 1. Depart site in accordance with site departure procedure
 |       |

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| DECLARATION OF TRAINER OR ASSESSOR |
| Site Address: |       |
| Trainer/Assessor Name: |       |
| Trainer/Assessor Signature: |  | Date: |       |