

# HIAB XS 144 Crane Truck Compliance Pack



**METCALF**  
**CRANE SERVICES**

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# Compliance Pack

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# Compliance Pack

## VERSION CONTROL

Version	Date	Author	Remarks
Version 1.0	May 2017	Safety Manager	New document

## REVISION HISTORY

Revision	Date	Description
Version 1.1	July 2017	Update Insurances
Version 1.2	Sep 2017	Update Lifting Register
Version 1.3	Jan 2018	Update Lifting Register and Risk assessment
Version 1.4	Mar 2018	Update Lifting Register
Version 1.5	June 2018	Updating lifting Register & EBA & Insurances
Version 1.6	Oct 2018	Update lifting gear register
Version 1.7	Jan 2019	Update lifting register & Plant risk assessment
Version 1.8	Apr 2019	Update lifting register
Version 1.9	July 2019	Update lifting gear register, insurance certs
Version 2.0	Oct 2019	Updating lifting gear register
Version 2.1	Jan 2020	Updating lifting gear register & plant risk assessment
Version 2.2	Apr 2020	Updating lifting gear register
Version 2.3	June 2020	Updating lifting gear register
Version 2.4	July 2020	Updated lifting gear register and insurance certificates
Version 2.5	Oct 2020	Updated lifting gear register
Version 2.6	Dec 2020	Updated lifting gear register

# Compliance Pack

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## INTRODUCTION

Metcalf Crane Services recognises the importance of ensuring that all the correct information is outlined to you as our clients.

This document provides you with the relevant information to ensure that Metcalf Crane Services have the correct documentation for the crane that you wish to engage to provide you with the equipment and services that to desire.

## PURPOSE

The purpose of this Compliance pack is to provide you with the right documentation and or information to assist you with making the right decision that Metcalf Crane Services have the right equipment and documentation required to complete the operation for you.

## GENERAL INFORMATION

Make	Hiab
Model	XS 144
Serial Number	2954092
Registration	TQG 010 (unit 47)

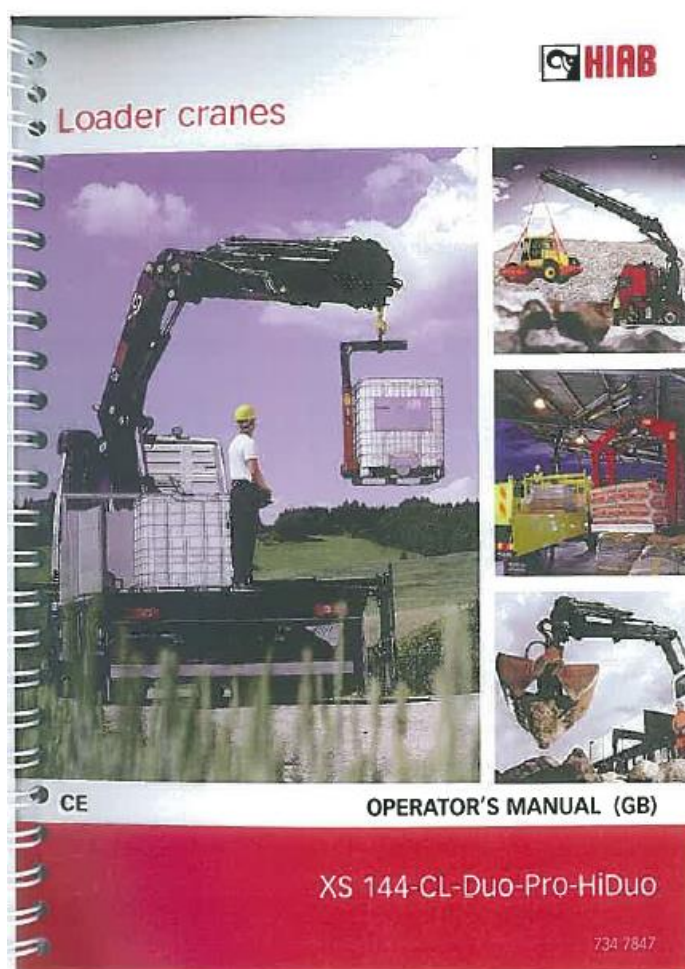
# Compliance Pack

## OPERATOR'S MANUAL

The Operator's Manual can be found within the cabin of the crane for easy reference when required.

The Metcalf office also has access to an electronic copy of the Operator's Manual. The cover of this manual is seen in Figure 1.

Figure 1



# Compliance Pack

## PLANT LOGBOOK - DAILY INSPECTION

The Use of the Plant logbook is completed by the crew prior to commencing work each day/shift.

This is the responsibility of the Operator to ensure this is done. See Figures 2 and 3 for a copy of the cover page and example of the Daily inspection logbook form

Figure 2

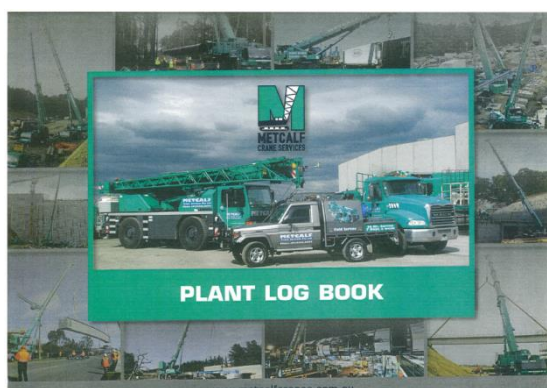


Figure 3

PLANT AND EQUIPMENT		DETAILS	
DAILY LOG BOOK FOR CRANE OPERATIONS		9002	
OPERATOR'S NAME: [ ]		DATE: [ ]	
VEHICLE NO: [ ]		CRANE NO: [ ]	
OPERATIONS DAILY AND WEEKLY CHECKLIST		WEEKLY CHECKLIST	
FOR SIGNATURE ON WEEKLY INSPECTIONS FOR SHIP		WEEKLY CHECKLIST	
1. VISIBILITY AND WEATHER		WEEKLY CHECKLIST	
2. TIRE PRESSURE		WEEKLY CHECKLIST	
3. BRAKES		WEEKLY CHECKLIST	
4. ENGINE OIL LEVEL		WEEKLY CHECKLIST	
5. HYDRAULIC OIL LEVEL		WEEKLY CHECKLIST	
6. FUEL LEVEL		WEEKLY CHECKLIST	
7. BATTERY CHARGE		WEEKLY CHECKLIST	
8. SAFETY		WEEKLY CHECKLIST	
9. CRANE HOISTING DAILY AS REQUIRED		WEEKLY CHECKLIST	
10. CRANE LIFTING		WEEKLY CHECKLIST	
11. CRANE SWAYING		WEEKLY CHECKLIST	
12. CRANE SWAYING		WEEKLY CHECKLIST	
13. CRANE SWAYING		WEEKLY CHECKLIST	
14. CRANE SWAYING		WEEKLY CHECKLIST	
15. CRANE SWAYING		WEEKLY CHECKLIST	
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100. CRANE SWAYING		WEEKLY CHECKLIST	

## REGISTRATION OF PLANT

The Occupational Health and Safety Amendment Regulations 2014 came into effect on 1 July 2014. From 1 July you no longer required to register items of plant with the WorkSafe or re-register plant every five years.

With advances in technology, the WorkSafe is able to rely on other sources, including an extensive network of stakeholders and supplier, for information about the location of plant in Victoria, and so the registration of plant isn't as important as it once was.

Some sources that can be used to track plant equipment are VicRoads registration and the CraneSafe program (Section 8).

If Metcalf still have the crane registered with as plant through WorkSafe a copy will be here. (Figure 4)

Figure 4 NA



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## MAINTENANCE INSPECTIONS AND GREEN STICKER PROGRAM

These inspections are carried out by our qualified Mechanic at approximately every 250hrs; these records are stored at the office and are available on request

The mobile crane industry initiated a voluntary crane assessment program throughout Australia. Developed in consultation with the mobile crane industry as a whole, the program aims to augment existing safety standards with annual assessments of mobile cranes now being made by CraneSafe (a division of The Crane Industry Council of Australia).

The program will provide crane owners, suppliers and users in Australia with a common industry wide system for third party assessment of the safety aspects of their cranes. The CraneSafe assessment program is voluntary and while it does not form part of any legislation or regulatory scheme, it will assist crane owners and users in Australia to meet their obligation under the OH&S (plant) regulations to ensure that their cranes are in a safe condition. The program provides crane owners and operators with a process for third party assessment of the safety aspects of their cranes that complies with the regulations of Parts 1, 3, 4, 5, 11, 19 and 20 of AS2550 for annual inspection.

All Metcalf Cranes are involved in this program and a copy of the Green sticker is provided as evidence of this. (Figure 5)

Major inspections should generally be undertaken when the crane, hoist or winch has reached the end of its design life. If the design life is unknown, in most cases, the major inspection of mechanical components should be undertaken after a maximum of 10 years of service.

This report will be attached in figure 6; NA will be added here if the Crane is less than 10 years old.

**Figure 5 NA**

**Figure 6 NA**

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## PLANT RISK ASSESSMENT

The review of the manufactures Risk assessment takes place when the plant is been purchased by the company, if the manufacture has not supplied one, Metcalf will provide one.

The RA will be reviewed periodically and in the event of a serious incident.

This RA can be found in the crane cabin. (Figure 7)

Figure 7





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## LIFTING GEAR REGISTER


The Lifting Register is maintained by Metcalf for all their lifting equipment which is a live document that can and will change on a regular basis. All lifting equipment which includes but not limited to Slings, chains and shackles will be tested to Australian Standards. This crane's lifting register is below (Figure 8)

Figure 8

PLANT / EQUIPMENT LIFTING REGISTER - U47										
Last Updated 21/12/2020 @ 8:23am										
ID / Serial Number	Certificate Number	Description	Length	W.L.L	External Annual Inspection Date	Next External Inspection Date	P/F	Internal R/G/B/Y Inspection Date	Internal R/G/B/Y Expiry Date	RGBY Colour
47.2	JIC-426740	10mm x 3.45m x 2 Leg G80Chain Sling Complete with Shorteners & Self Locking Hooks	3.45 MTR	5.5T @ 60 DEGREES	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
009071000823	JIC-426772	2T x 5M Flat Web Sling	5 MTR	2T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
13420977	JIC-426733	2T x 2 M Flat Web Sling	2 MTR	2T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
R17079-18046	JIC-426766	4T x 4M Roundsling	4 MTR	4T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
R17079-18077	JIC-426768	4T x 4M Roundsling	4 MTR	4T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
R17079-1898	JIC-426767	4T x 4M Roundsling	4 MTR	4T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
XB16836-202/191	JIC-426770	2T x 2M Roundsling	2 MTR	2T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
R1760-3021	JIC-426769	1T x 2M Roundsling	2 MTR	1T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
74828/404	JIC-426730	2T x 2 M Flat Web Sling	3 MTR	2T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
74828/437	JIC-426732	2T x 3M Flat Web Sling	3 MTR	2T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
74828/460	JIC-426731	2T x 2M Flat Web Sling	2 Mtr	2T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
47.1	JIC-426752	3.2T Bow Shackle		3.2T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
47.10	JIC-426747	6.5T Bow Shackle		6.5T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
47.11	JIC-426743	8.5T Bow Shackle		8.5T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
47.12	JIC-426745	8.5T Bow Shackle		8.5T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
47.13	JIC-426741	12T Bow Shackle		12T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
47.14	JIC-426742	12T Bow Shackle		12T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
47.2	JIC-426753	3.2T Bow Shackle		3.2T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
47.3	JIC-426754	3.2T Bow Shackle		3.2T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
47.4	JIC-426755	3.2T Bow Shackle		3.2T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
47.5	JIC-426748	4.7T Bow Shackle		4.7T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
47.6	JIC-426749	4.7T Bow Shackle		4.7T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
47.7	JIC-426750	4.7T Bow Shackle		4.7T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
47.8	JIC-426751	4.7T Bow Shackle		4.7T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
47.9	JIC-426746	6.5T Bow Shackle		6.5T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
R16075-8761	JIC-426771	2T x 2M Roundsling	2 MTR	2T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
XB12181-88/51	JIC-426764	1T x 2M Flat Web Sling	2 MTR	1T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
47.1	JIC-426739	10mm x 3.45m x 2 Leg G80 Chain Sling Complete with Shorteners & Self Locking Hooks	3.45 MTR	5.5T @ 60 DEGREES	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
47.5	JIC-426738	8mm x 2.75m x 1 Leg G80 Chainsling complete with shorteners & self locking hooks	2.75 MTR	2T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
47.3	JIC-426736	8mm x 7m x 2 Leg G80 Chainsling complete with shorteners & self locking hooks	7 Mtr	3.5T @ 60 DEGREES	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
47.4	JIC-426737	8mm x 5.7m x 2 Leg G80 Chainsling complete with shorteners & self locking hooks	5.7 Mtr	3.5T @ 60 DEGREES	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
A08	JIC-426757	1.5T Bow Shackle		1.5T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
06/04	JIC-426759	1.5T Bow Shackle		1.5T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
12/14	JIC-426761	2T Bow Shackle		2T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
ACS	JIC-426762	2T Bow Shackle		2T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
W01010AAI0314	JIC-426765	1T x 1M Flat Web Sling	1 Mtr	1T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
NV26	JIC-426763	2T Bow Shackle		2T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
WH03	JIC-426758	1.5T Bow Shackle		1.5T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
BN25	JIC-426744	9.5T Bow Shackle		9.5T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
BY04	JIC-426756	1.5T Bow Shackle		1.5T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
BN29	JIC-426760	2T Bow Shackle		2T	11-May-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
RV4520.22	JIC-476460	8mm G80 Inline Shorteners		2T	12-Nov-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red
RV4520.23	JIC-476461	8mm G80 Inline Shorteners		2T	12-Nov-20	11-May-21	PASS	01-Jan-21	31-Mar-21	Red

## INSURANCE PLANT AND EQUIPMENT

Figure 9



**Underwriting Agencies of Australia Pty Ltd**

AFSL: 238517 ABN: 86 003 565 302

---

Industrial Special Plant "ISP" Certificate of Currency  
**Section 1 – "Damage" + Section 6 – "Road Risk"**

This certificate acknowledges that the Policy referred to is in force for the period shown,  
the summary of cover is listed below.

---

Date:	Friday, 26 June 2020
Policy Number:	13TI031351ISP
Insured:	Metcalf Crane Services, Metcalf Heavy Haulage, Metcalf Investments Pty Ltd
Period of Insurance:	1 July 2020 to 1 July 2021 at 4:00pm Local Standard Time
Policy Wording:	QM2003-0819 Industrial Special Plant (ISP)
Insurer:	QBE Insurance (Australia) Limited

---

**Policy Details:**

<b>Section 1 – "Damage"</b>	
Total Sum Insured:	\$38,764,255
Excess:	as per Policy Schedule
<b>Section 3 – "Additional Benefits"</b>	
Cover Details:	as per Policy Schedule
Excess:	as per Policy Schedule
<b>Section 6 – "Road Risk"</b>	
Limit of Indemnity:	\$30,000,000
Excess:	as per Policy Schedule

**Items Covered:**

31 X CRANES (REG)	\$32,255,985
4 X CRANES (UNREG)	\$671,005
1 X FORKLIFT (UNREG)	\$20,000
1 X CRANE TRUCK (REG)	\$100,000
13 X TRUCKS (REG)	\$964,296
11 X PRIME MOVERS (REG)	\$1,820,161
25 X TRAILERS (REG)	\$1,602,917
3 X FUEL TANKS (UNREG)	\$187,174
REGISTERED HIRED IN PLANT	
19 X UTILITIES (REG)	\$859,438
3 X SEDANS / WAGONS (REG)	\$283,279

Subject at all times to the Terms, Conditions, Definitions, Exclusions & Endorsements of the Policy.

---


*This certificate of currency was generated with compliments from:*  
 Brooklyn Hunter  
 Phone: 03 9134 4400

Industrial Special Plant ("ISP") is underwritten by QBE Insurance Australia Limited ABN: 78 003 191 035 AFSL: 239545 of 2 Park Street, Sydney NSW 2000.  
 Underwriting Agencies of Australia ("UAA") ABN: 86 003 565 302 AFSL: 238517 act as the agents of the Insurer.

# Compliance Pack

## INSURANCE PUBLIC AND PRODUCTS

Figure 10



**Underwriting Agencies of Australia Pty Ltd**  
AFSL: 238517 ABN: 86 003 565 302

---

Industrial Special Plant "ISP" Certificate of Currency  
**Section 7 – "Broadform Liability"**

This certificate acknowledges that the Policy referred to is in force for the period shown,  
the summary of cover is listed below.

---

Date:	Friday, 26 June 2020
Policy Number:	13TI031351ISP
Insured:	Metcalf Crane Services, Metcalf Heavy Haulage, Metcalf Investments Pty Ltd
Period of Insurance:	1 July 2020 to 1 July 2021 at 4:00pm Local Standard Time
Policy Wording:	QM2003-0819 Industrial Special Plant (ISP)
Insurer:	QBE Insurance (Australia) Limited

---

**Policy Details:**

**Section 7 – "Broadform Liability"**

**Insured's Business Activities:** MOBILE CRANE OPERATIONS, WET & DRY HIRE, RIGGING & HEAVY HAULAGE TRANSPORT

**Limit of Liability:** \$30,000,000 (Public Liability) any one Occurrence; and  
\$30,000,000 (Products Liability) any one Occurrence and in the Aggregate any one Period of Insurance.

**Excess:** as per Policy Schedule

*This policy includes a Principals Indemnity provision; refer to Section 7.C Additional Benefits, 3.(e) "Cover for Others" of the Policy Wording for full details.*

**Noted as Principal:** Nil

---

**Subject at all times to the Terms, Conditions, Definitions, Exclusions & Endorsements of the Policy.**

---


*This certificate of currency was generated with compliments from:*  
Brooklyn Hunter  
Phone: 03 9134 4400

Industrial Special Plant ("ISP") is underwritten by QBE Insurance Australia Limited ABN: 78 003 191 035 AFSL: 239545 of 2 Park Street, Sydney NSW 2000.  
Underwriting Agencies of Australia ("UAA") ABN: 86 003 565 302 AFSL: 238517 act as the agents of the Insurer.

## INSURANCE WORKCOVER

Figure 11

**CERTIFICATE  
OF CURRENCY**



**EML**  
Mutual since 1910  
Authorised Agent of the Victorian WorkCover Authority

---

**1. STATEMENT OF COVERAGE**

This employer is registered for WorkCover Insurance to cover its liabilities under the *Workplace Injury Rehabilitation and Compensation Act 2013* (and amendments).

This Certificate is valid from:  to:

The information provided in this Certificate of Currency is correct at:

---

**2. EMPLOYER'S INFORMATION**

WorkCover Employer Number:

Legal Name:

Trading Name:

ABN:

ACN/ARBN:

---



Chris Papadopoulos  
Premium and Policy Manager  
**EML VIC Pty Ltd**  
For and on behalf of the Victorian WorkCover Authority  
A.C.N. 606 104 910  
GPO Box 4695 MELBOURNE VIC 3001  
Telephone (03) 7000 0700  
Toll Free 1800 365 842 (1800 EML VIC)  
Fax (03) 7000 0701

# Compliance Pack

## ENTERPRISE BARGAINING AGREEMENT

Modern awards cover a whole industry or occupation and provide a safety net of minimum pay rates and employment conditions.

Enterprise agreements can be tailored to meet the needs of particular enterprises. An agreement must leave an employee better off overall when compared to the relevant award or awards.

Enterprise agreements are collective agreements made at an enterprise level between employers and employees about terms and conditions of employment. Metcalf's EBA shows below: (Figure 12 and 13)

Figure 12

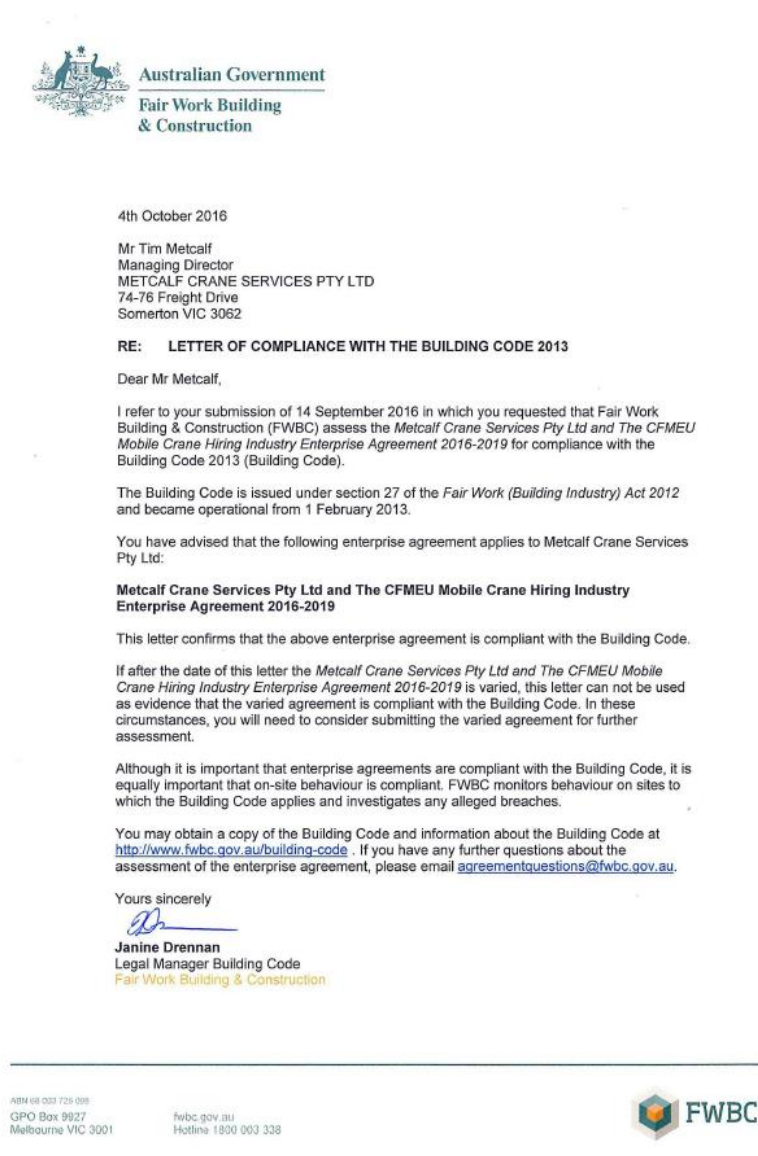




Figure 13



Australian Government  
Australian Building and  
Construction Commission

4 April 2018

Mr Paul Finnerty  
General Manager  
Metcalf Crane Services Pty Ltd  
74 - 76 Freight Drive  
SOMERTON VICTORIA 3062

**DETERMINATION OF COMPLIANCE WITH SECTION 11**  
**ABCC EA ID: EA5746**  
**FWC Matter Number: AG2016/5531**  
**FWC Variation Number: AG2017/5754**

Dear Mr Finnerty,

On 4 April 2018 you requested advice from the Australian Building and Construction Commission (ABCC) on whether the registered enterprise agreement listed in your request meets the requirements of the *Code for the Tendering and Performance of Building Work 2016* (the Building Code 2016).

This Determination of Compliance is issued for the following registered enterprise agreement because it meets the requirements of section 11 of the Building Code 2016:

**METCALF CRANE SERVICES PTY LTD AND THE CFMEU MOBILE CRANE HIRING  
INDUSTRY ENTERPRISE AGREEMENT 2016 - 2019**

Accordingly, by virtue of section 22(3) of the Building Code, this determination is taken to be conclusive of the fact that this registered enterprise agreement meets the requirements of section 11 of the Building Code 2016.

Note: This Determination of Compliance is based on the enterprise agreement registered with the Fair Work Commission at the date of this determination. If the registered enterprise agreement is varied after this date, the Determination of Compliance ceases to be effective. In these circumstances, you will need to consider submitting the varied agreement for further advice.

Parties must also comply with all relevant provisions of the Building Code 2016 in relation to their practical on-site application. The ABCC monitors behaviour on sites to which the Building Code applies and investigates any alleged breaches. The ABCC can be contacted through its hotline on 1800 003 338 or at [www.abcc.gov.au](http://www.abcc.gov.au).

The Building Code 2016 is available at <https://www.legislation.gov.au/Details/F2016L01859>.

Yours sincerely



Tom Cagorski  
Legal Manager – Agreement Compliance  
Australian Building and Construction Commission