

## CraneSafe Assessor Audit Procedure

The Crane**Safe** program is a vital component for many end-users in determining whether the crane being inspected is considered “safe” for continued use. Crane**Safe** is an independent third party service that assists owners/users in determining this outcome. It meets the requirements of Australian Standards AS2550-1 for Periodic Inspections and the supplementary Crane**Safe** log books enable the requirements of Pre-operational and Routine Inspections to be carried out by the owners/users of cranes. As Crane**Safe** is a National service, all assessments must be the same in each State and Territory. The objective of this audit procedure is to provide a clear and transparent framework that all involved in the process can understand.

The objective of the Crane**Safe** Assessor Audit is to ensure that every Assessor in Australia is audited in the same manner with the same instructions which will give a reassurance to all Crane**Safe** users the program is exactly the same wherever the assessment is carried out and regardless of who conducts the actual assessment. It is envisaged that every assessor in Australia will be audited every 12 months by the Crane**Safe** Engineer, or by a suitably qualified auditor.

### A. Audit Process

1. Prior to the audit, the Auditor shall contact the Assessor to arrange for a suitable crane to be assessed by the Assessor at a location that will allow the free access to the crane without any hindrance, and the Owner is to be fully aware of the Audit being conducted and agreeable for his crane to be used in this respect.
2. It is envisaged that the Audit will be carried out concurrent with the normal Crane**Safe** renewal assessment for the crane nominated. This will eliminate any additional downtime from the Owners perspective.
3. The Assessor will provide full details of the crane well prior to the audit so the Auditor has sufficient time to access prior Crane**Safe** assessments on this particular crane. The Auditor will source all available previous Crane**Safe** assessments from the Crane**Safe** Melbourne Office.
4. The Auditor will be present when the Assessor reviews all previous service records prior to commencing the actual assessments and will note any relevant information separately to that of the Assessor for post audit discussions with the Assessor.
5. The Auditor will do a duplicate assessment of the crane while the Assessor is conducting his assessment. The Auditors copy will be used for post assessment discussions to ascertain whether there were any shortcomings in the Assessor assessment. At no time shall the Auditor assist, help, advise or discuss any issues during the Assessors assessment of the crane. This will all be done post assessment.
6. The Auditor will use the Crane**Safe** Assessor Audit Checklist for recording all aspects of the assessment and recording the Assessors use of correct material and understanding of the normal Crane**Safe** assessment process.

## B. Auditor Requirements

1. Ascertain the Crane Make, Model, Serial Number and Owners Name prior to the audit, so that the auditor can obtain and review all previous assessment reports from the Crane**Safe** Central Registry.
2. Ensure that the Owner is aware, and approves, that his crane is being used for an Audit review of the Assessor.
3. Confirm that the assessor is endorsed for the crane to be assessed and that his Crane**Safe** endorsement is up to date.
4. Aware of the time and location of the audit.
5. Provide all personal safety clothing and footwear applicable to the site requirements.
6. Ensure that the Assessor is conversant with all Crane**Safe** Briefing Notes, State Regulations, Australian Standards and knowledge of the crane being assessed.

## C. Assessor Requirements

1. Provide the Auditor with the Crane Make, Model, Serial Number and Owners Name and crane location well prior to the Audit and obtain permission from the Owner to allow an Audit to be conducted on his crane.
2. Provide all testing equipment for the Audit (e.g. load cell, straight edge, dial indicator, tape measure, etc.)
3. Provide all personal safety clothing and footwear applicable to the site requirements.
4. Supply of the appropriate Crane**Safe** assessment document.
5. Ensure that specific State requirements such as NDT have been carried out by other third party suppliers.
6. Be aware of all Crane**Safe** documentation provided such as briefing notes and State Regulations and Australian Standards.

## D. Post Audit Actions

1. The Auditor is to convey all deficiencies noted during the assessment where working at height, safety critical work procedures and other unsafe work practices to the Assessor and follow up with written notification after the Post Audit briefing.
2. The Assessor Audit Check-list is to be filled out by the Auditor during discussions and the results are to be conveyed verbally to the Assessor and followed up in written form after the Post Audit briefing.
3. The Auditor is to convey to the Assessor assessment deficiencies detected during the Audit while still at the work-site so that both can return to the crane to carry out a reinspection together.
4. The Auditor will prepare a written report to the National Director Crane**Safe** outlining full details of the Audit with recommendations for improvement (if necessary) or areas that are safety critical detected during the Audit as well as recommendations and comments. A copy shall be given to the Assessor.