

Registers

The aim of using registers in your safety management system (SMS) is to enable regular inspections and maintenance to be recorded for specific tasks that may not be covered by other programs. Registers can be used to fulfil a statutory requirement, meet a standard or a code of practice. The use of registers to document the condition, testing and inspection of equipment can be a simple and easy way to control a program.

The attached template is in Word format for you to customise for your site.

1. **AIM:** You may use the standard aim statement provided in the template or edit it to suit your operation's needs.
2. **WHAT:** List all the areas of the operation that may require the use of a register to record inspection and maintenance results. Select the standard registers in the SMS and draft any others that are required.
3. **WHO:** Nominate the person responsible for controlling and maintaining the registers.
4. **HOW:** Involve the workforce in the development of these registers through the site safety meeting. Ask workers for their input and review manuals and standards that may be relevant to the maintenance of the machinery and equipment.
5. **WHEN:** The senior site person nominates when registers are to be used and reviewed.
6. **ACTION:** Write on each register its title, the instruction on how it is to be used and the person responsible for its maintenance.

Number your forms to make them easily identifiable.

Have the registers approved by the site manager.
7. **DOCUMENT CONTROL:** When you start using a register, record it on master document control list (Form 3A).