

# Materials Hoist Installation

## Check List

Novocastrian Rentals P/L ABN 27 110 725 623

Date: \_\_\_\_\_  
Hoist ID \_\_\_\_\_  
Customer \_\_\_\_\_  
Location \_\_\_\_\_  
Installer \_\_\_\_\_

### Installation

- Hoist, Platform and Ties are not in the NO GO Zone for power lines. [ ]
- Hoist base on firm level ground [ ]
- Hoist adequately tied in to structure [ ]
- Bolts joining Mast Sections in place and tight [ ]
- Operator's guard in place (if fitted) [ ]
- Upper Working-Limit terminal switch actuator in place, operation checked [ ]
- Down Working-Limit terminal switch operation checked [ ]
- Platform reaches upper level required [ ]
- Quantity Floors Hoist is serving [ ] ←
- Quantity Storey Stops fitted [ ] ←
- Quantity Gates installed by Conveyor & Hoist Rentals P/L [ ] ←
- Gate Interlock system installed (Gate open = Hoist disabled) [ ]
- Signalling system functioning (if fitted) [ ]
- Main isolator key left in Hoist [ ]

### Information Provision

- Hirer informed of guarding requirement for all levels [ ]  
(Guarding or meshing to 1.8m high is required where any vertically mobile part of the Hoist is within 800mm reach from any landing whether in use or not. Refer to AS 1418.7 )
- Hirer informed of Landing Gate requirements [ ]  
(Landing Gates 1.8m high with infill and capable of being latched closed are required at each landing including base level. Refer to AS 1418.7 for details)
- Informed of requirement for Certificate of Competency [ ]
- Informed of no riding or standing on Hoist platform [ ]
- Informed of requirement to keep leads and plugs at least 2400mm off the ground [ ]
- Informed of requirement to keep a Log Book at the Hoist [ ]
- Operator Instruction / Hazard Assessment received [ ]

\_\_\_\_\_  
(Signed for and on behalf of Client)

\_\_\_\_\_  
Printed name of Signatory

\_\_\_\_\_  
Signed for and on behalf of Conveyor  
& Hoist rentals P/L

\_\_\_\_\_  
Printed name of Signatory