

## Plant – Designated plant

12.02.17

# Registration of lifts, escalators & moving walks >

The [Workplace Health and Safety Regulations](#) place an obligation on owners to ensure that lifts, escalators and moving walks are installed, maintained and repaired so as to minimise the risk of health and safety issues to the people who use them. This information bulletin outlines the responsibilities of owners of lifts, escalators and moving walks under the Workplace Health and Safety Regulations.

## General

All lifts, escalators and moving walks are classified as Designated Plant. Designated Plant are those types of plant which are considered to be a high risk to workers or the public if they are not maintained and operated correctly. This type of plant must be registered with NT WorkSafe and inspected yearly by a registered third party inspector (also known as a Designated Plant Inspector or DPI). A full listing of Designated Plant Inspectors can be found in NT WorkSafe information bulletin [12.02.02](#).

## Design registration of Lifts, Escalators and Moving Walks

### Reference: Regulations 84, 89, 90 & 116 Workplace Health and Safety Regulations

Before a lift, escalator or moving walk can be used, the design must be verified and registered with a statutory authority such as NT WorkSafe.

An application to register the design shall include:

- [FM038](#) – Application to register a lift, escalator or moving walk design;
- the design verification certificate;
- full set of representational and detailed drawings including details of the machine room and clearances;
- a certificate that all tests have been carried out in accordance Australian Standard [AS 1735](#); and
- the design registration fee of \$50.

## Design verification

### Reference: Regulations 88 and 89, Workplace Health and Safety Regulations

An independent design verifier shall verify the design. Pursuant to Regulation 88 (2)(a) and (b) of the Workplace Health and Safety Regulations the design verifier must NOT have been involved in any part of the design of the specific plant in application. If the designer and design verifier are employed by the same person, the design verifier must show that he/she uses a quality system to undertake the design of items of plant and the system has been certified by a body accredited or approved by the [Joint Accreditation System of Australia and New Zealand](#) (commonly known as JAS-ANZ).

The following information is required for verification of plant design:

- representational and detailed drawings (including material specifications);
- design calculations; and
- diagrams of the control systems.

The design verification certificate shall include a statement that the design complies with the requirements of Australian Standard [AS 1735](#) – Lifts, escalators and moving walks.

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## Use of Overseas Design Standards

When applying for Design registration of plant which has been designed using a standard other than the applicable Australian Standard listed in Schedule 10 of the Northern Territory Workplace Health and Safety Regulations, the design verifier must include a written statement that the item of plant produced using this standard has been assessed against the relevant Australian Standard and the design will produce an item of plant that provides at least an equivalent level of safety as would the Australian Standard.

## Relevant documents and information

### Reference: Regulations 84, 85 and 86, Workplace Health and Safety Regulations

The manufacturer, importer and/or supplier of a lift, escalator or moving walk is required to provide the prospective owner with a copy of the design registration letter for the plant and any other information that refers to the:

- data or certificate specified by the relevant standards on Schedule 10 of the Workplace Health and Safety Regulations;
- commissioning;
- safe operation; and
- routine servicing, inspection and maintenance of the plant.

## Plant Item Registration

### Reference: Regulations 93 to 97, Workplace Health and Safety Regulations

Under the Regulations, lifts, escalators or moving walks are designated plant, which means that the owner must register them with NT WorkSafe. Designated plant are those types of plant which are considered to be a high risk to workers or the public if they are not maintained and operated correctly. Lifts, escalators or moving walks can be registered by completing the registration form [FM020](#) – Application to register designated plant. On registration, the owner will receive a certificate of registration and an identification number for the plant.

The application to register the lift, escalator or moving walk shall include:

- a copy of the design registration letter; and
- the plant registration fee of \$20.

All information must be written in English.

## Plant records

### Reference: Regulations 87F, 87G, 105 and 117, Workplace Health and Safety Regulations

The owner of a lift, escalator or moving walk must keep a record for each item of plant, containing:

- the data and operating instructions for the plant as provided by the manufacturer of the plant;
- the details of the design registration, where the repair is of a nature that requires a design verification to be undertaken;
- certificate of registration of the lift;
- details of all maintenance and repairs carried out on the plant, including the date and details of the competent person who carried out the maintenance or repairs;
- details of all inspections carried out on the lift, escalator or moving walk and copies of any certificates of inspection; and
- copy of the rope certificate.

This applies to existing as well as new lifts, escalators or moving walks.

## Repairs and Maintenance

### Reference: Regulations 100, 104, 115 and 117, Workplace Health and Safety Regulations

Lifts, escalators or moving walks are designed to carry people. Failure of a lift, escalator or moving walk could result in serious injury to any passenger. It is therefore important that they are correctly maintained by a competent person to minimise the risk of failure.

Pursuant to regulation 104 (c) where repairs are performed to load bearing parts of a lift, escalator or moving walk ("repairs" excludes routine maintenance), the owner must notify NT WorkSafe prior to any repairs being carried out. After such repairs are carried out the lift, escalator or moving walk must then be inspected by an inspector of designated plant before the plant is used, regardless of when the previous inspection was carried out.

Pursuant to regulation 117 (2) after the installation of new ropes and before the lift, escalator or moving walk commences to be operated, a copy of the rope certificate relating to the ropes used on the lift, escalator or moving walk, as provided by the manufacturer of the rope, must be supplied to NT WorkSafe by the owner of the lift, escalator or moving walk. A copy of the rope certificate shall be kept in the record for the lift.

The owner is responsible for ensuring that servicing, repairs and maintenance is carried out in accordance with the manufacturer's recommendations and in accordance with the appropriate standards specified in Schedule 10, in particular to [AS 1735](#).

Pursuant to regulation 117 (1) the owner of a lift, escalator or moving walk shall ensure that:

- machine rooms, wells and pits are kept clean and free of rubbish, dirt, dust or impediments;
- pits are kept dry; and
- all parts of the lift, escalator or moving walk are maintained in a safe working condition and are correctly adjusted.

## Inspection

### Reference: Regulations 99, 100, 101 and 116 Workplace Health and Safety Regulations

The owner is responsible for ensuring that lifts, escalators or moving walks are inspected; annually, by a registered third party inspector (known as a Designated Plant Inspector). A full listing of inspectors can be found in NT WorkSafe information bulletin [12.02.02](#) – Designated plant inspectors. Lifts, escalators or moving walks shall not be used at a workplace unless there is a current certificate of inspection in force. This inspection does not include the testing or commissioning of designated plant prior to it being used at a workplace.

## Manufacturers Data Plate in lift, escalator or moving walk

### Reference: Regulations 103 and 118, Workplace Health and Safety Regulations

The owner shall ensure that there is affixed, in a conspicuous place in the lift or escalator or moving walk, a plate stating the following:

- the maximum load carrying capacity of the lift, escalator or moving walk (eg, 12 passengers);
- the identification number of the lift allocated by NT WorkSafe under regulation 95;
- the name, address and telephone number of a person who may be contacted in the event of a stoppage of, or an accident involving the lift, escalator or moving walk;
- the name of the owner of the lift, escalator or moving walk;
- a sign prohibiting smoking in the lift, escalator or moving walk.

**This identification is to be kept clean and distinct at all times.**

## Summary

### Reference: Regulation 119

A person (other than a person competent to work on a lift) shall not operate the lift except from within the car of the lift; by a floor control switch or from a security panel.

A person (other than a person competent to work on a lift) shall not ride in a service lift or a lift not specifically designed for the carriage of persons.

It is the owners responsibility to ensure that lifts, escalators or moving walks are registered, maintained, repaired and inspected in accordance with the above requirements.

If a lift, escalator or moving walk fails because the above requirements were not carried out, then the owner is responsible for the outcome.

## NT WorkSafe >

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