



Navigation Safety Site audit checklist

Location:	<input type="text"/>	Date:	<input type="text"/>
Auditors:	<input type="text"/>	AMS Rep:	<input type="text"/>
MAXIMO Ref:	<input type="text"/>	TRIM Ref:	<input type="text"/>

		Yes No N/a	Comments
1.	Prior to audit requirements		
1.1	Audit close out form		
1.2	Audit program		
1.3	ANS		
1.4	Hazard register information		
1.5	Previous site audit forms		
1.6	Previous audit close out forms		
1.7	Third Party Access / Key Access list		
1.8	Heritage & Environment Information		
1.9	Site plan		
1.10	Maximo equipment record. (Nav-loc report)		
1.11	Maximo future CM WOs. (AMSA-14 report)		
1.12	PPE & First Aid Kit		
1.13	Camera		
1.14	Keys		

		Yes No N/a	Comments
2	On completion of site audits		
2.1	Close out meeting with contractor representative, close out form completed		
2.2	Contractor representative given sign copy of close out form		
2.3	Audit report cover letter, copy of close out form, photos & NCR if applicable to AMS		
2.4	Feedback and acceptance from contractor		
2.5	File audit forms & letters in TRIM Site audit trim file Aids to Navigation – Maintenance – Site Audit Report Year XXXX Aids to Navigation – Audit – AMS maintenance contract audit report & summary year XXXX/XXXX		

		Yes No N/a	Comments
3	Safety, environmental & heritage requirements		
3.1	All personnel adhering to OH&S principals with appropriate PPE.		
3.2	Site induction took place		
3.3	Correct procedures being followed for the loading of the transport vehicle		
3.4	Personnel been instructed on entering and exiting the transport vehicle		
3.5	Personnel on the transport vehicle wearing lifejackets if applicable		
3.6	Personnel using manual handling techniques		
3.7	Check site RF Hazard Management Plan		
3.8	Close/lock out procedure		
3.9	All personnel have Native Title access permits		
3.10	No Asbestos present internally		
3.11	No Asbestos present externally		
3.12	Site clear of construction equipment		
3.13	Site clear of contamination {Batteries etc}		
3.14	No environmental considerations to be maintained on the site {Fauna Flora}		
3.15	No erosion issues		
3.16	No mercury present		
3.17	No fuel present on site		
3.18	No trees obscuring light		
3.19	Environmental group details are available		
3.20	Heritage group details are available		
3.21	No heritage or environment issues evident from the site audit		

		Yes No N/a	Comments
4.	Helicopter pads		If N/a move to next section
4.1	Helicopter pad flight access clear		
4.2	Grass / scrub clear around the helipad		
4.3	Pad concrete in good condition		
4.4	Pad decking & support posts in good condition		
4.5	Pad signage in good condition and to Standard		
4.6	Guardrails & steps in good condition		

		Yes No N/a	Comments
5.	Boat & larc landing		If N/a move to next section
5.1	Landing in good condition		
5.2	Fenders in good condition		

5.3	Leads maintained in good condition.		
5.4	Guardrails, steps or ladders in good condition.		

		Yes No N/a	Comments
6.	On site paperwork & equipment records		N/a for day marks
6.1	ANS current		
6.2	Items on site compare to the ANS documentation		
6.3	Items on site compare to the Maximo equipment record. (Nav-loc report)		
6.4	Log book on site		
6.5	RF Hazard Management Plan on site		
6.6	MSDSs on site		
6.7	Mercury procedure on site		

		Yes No N/a	Comments
7.	Signage		
7.1	AMSA NSIGN-01 on site		
7.2	New AMSA Commonwealth NSIGN-01 fitted		
7.3	AMSA NSIGN-01 adequately located		
7.4	Adequate safety / interpretive / restriction signs in place		
7.5	Warning signs on site. RF, mercury, asbestos etc		
7.6	"Contents contain mercury or asbestos" signs fitted		

		Yes No N/a	Comments
8.	External site areas {Off AMSA property}		If N/a move to next section
8.1	Danger areas adequately hand railed or safety fenced		
8.2	Pathways & grounds free trip hazards		
8.3	Roads or tracks that access the site in good repair		
8.4	Vandalism free		
8.5	No fire hazards		
8.6	Surrounding grounds in good condition		
8.7	Surrounding buildings or vegetation do not interfere with navaid		
8.8	Power supply in good condition		

		Yes No N/a	Comments
9	External site areas {On AMSA property}		If N/a move to next section
9.1	Lighting of the surrounding grounds sufficient. {Public risk or politically where public want the exterior of the lighthouse to stand out at night}		
9.2	Danger areas adequately hand railed or safety fenced		
9.3	Pathways & grounds free of any trip hazards		
9.4	Roads or tracks that access the site in good repair		
9.5	Property is vandalism free		
9.6	No fire hazards		
9.7	Surrounding grounds in good condition		
9.8	Fencing adequate & in good condition		
9.9	The public cannot access ladders and other operation areas		
9.10	Handrails in good repair and meet the Australian standards		
9.11	No evidence of subsidence within the AMSA boundary		
9.12	Drains, water tanks, pits etc have secured grates or covers		
9.13	No debris falling from the lighthouse		
9.14	No evidence of concrete cracking to the structure or foundations		
9.15	Lightning conductor in good repair with no trip hazard		
9.16	Access doors to the structure in good condition		
9.17	Contractor activities are not are danger to the public. {usage of mowers, pesticides, scaffolding and workmen above}		
9.18	External Paint Work in a good condition		
9.19	Roof / Dome in good condition		
9.20	External pipe work in good condition		
9.21	Electrical meter box in good condition with AMSA lock fitted		
9.22	Recorded meter reading & take photo		

		Yes No N/a	Comments
10	Conventional towers internal		If N/a move to next section
10.1	Building interior in a clean condition and free of vermin, insects and termites		
10.2	No sign of water entry		
10.3	Steps, ladders and handrails in good condition		
10.4	Safety chains fitted or gates secured		
10.5	Internal wall condition is good		
10.6	Windows and frames OK		

10.7	Condition of switchboards, electrical conduits & wiring OK		
10.8	Weight tube does not present hazard to public		
10.9	The public cannot interfere with switchboards		

		Yes No N/a	Comments
11.	Lantern room		If N/a move to next section
11.1	Lantern room in a clean condition		
11.2	Paint condition internally of the lantern room good		
11.3	Lantern room glazing clean		
11.4	Lantern room glazing free from cracks		
11.5	No signs of electrolysis around areas where different metals meet		
11.6	No signs of corrosion around terminal circuit boards and fuses		
11.7	No signs of rust jacking occurring		
11.8	Paint condition externally of the lantern room good		
11.9	Door to balcony easy to open and in good condition		
11.10	No sign of leakage into Lantern room		
11.11	Condition of lantern room deck good		
11.12	Third party fittings are in good condition		
11.13	Internal Catwalk condition is good		
11.14	Underside of External catwalk is in good condition		
11.15	Internal ventilation is adequate and fittings are rust free		
11.16	External ventilation fittings are rust free		

		Yes No N/a	Comments
12.	Lighting equipment		If N/a move to next section
12.1	Wiring in good condition		
12.2	Light functioning as per the ANS		
12.3	Lamp in the correct focal plane		
12.4	Sector panels in good condition and free from damage or corrosion		
12.5	Have any lamps failed prematurely		
12.6	Lamp Changer on main		
12.7	No undue noise coming from the drive train only or motor gearboxes		
12.8	Lens in a clean condition		

		Yes No N/a	Comments
13	Engine room		If N/a move to next section
13.1	Stand-by generator in good condition		
13.2	Engine room in good condition		
13.3	Recorded fuel storage tank level		
13.4	All wiring in good condition		
13.5	Engine exhaust in good condition		
13.6	Power house building condition is good		
13.7	External fuel storage		

		Yes No N/a	Comments
14.	Batteries		If N/a move to next section
14.1	Batteries clean & not showing signs of leakage		
14.2	Battery covers correctly fitted and not cracked		
14.3	Battery stands free of corrosion		
14.4	Stands at a good working site [OH&S]		
14.5	Terminals on batteries secure		
14.6	Battery DOM dates been recorded as well as date of installation on inspection reports		
14.7	Ventilation in the battery room or area effective		

		Yes No N/a	Comments
15	Solar system		If N/a move to next section
15.1	Solar panels in good condition		
15.2	Solar Panel Frame in good condition		
15.3	Solar panels free from birdlime		
15.4	Regulator board in good condition		
15.5	No sign of moisture in the regulator board		
15.6	No signs of deterioration of the components in the regulator board		

		Yes No N/a	Comments
16	GRP huts & towers		If N/a move to next section
16.1	Interior in a clean condition and free of vermin, insects and termites		
16.2	No sign of water entry		
16.3	Steps, ladders and handrails in good condition		
16.4	Safety chains fitted or grates, gates secured		
16.5	Internal wall condition is good		
16.6	Windows and frames OK		
16.7	Condition of switchboards, electrical conduits & wiring OK		

16.8	GRP external walls & roof are clean of birdlime		
16.9	GRP external walls & roof are in good condition		
16.10	Day mark in good condition		

		Yes No N/a	Comments
17	Miscellaneous		If N/a move to next section
17.1	Lifting devices & equipment certificated.{Haulage ways, Davits, beams etc}		
17.2	Valid electrical test tags are on all leads & electrical, electronic equipment		
17.3	Number of locks and type on site		
17.4	Mobile phone reception		
17.5	Remote monitoring		

		Yes No N/a	Comments
18.	DGPS & radar specific		If N/a move to next section
18.1	Paint condition of the structure in good condition		
18.2	Tower members free of corrosion		
18.3	Bolts free of corrosion		
18.4	Guy wires check all turn buckles, bulldog clips and mousing		
18.5	Guy wires check for rusting signs		
18.6	Visual check on tower condition and straightness		
18.7	Check Insulators on tower and guy wires for signs of electrical tracking		
18.8	Check spark gap on lightning conductor for ATU and Antenna		
18.9	Standard operating conditions (SOC) as measured at commissioning still within the acceptable limits		
18.10	Check comparison of test data to commissioning data		
18.11	Check Tap settings on ATU to confirm commissioning data		
18.12	Check for any corrosion in ATU		
18.13	Check the location of earth radials to ensure that they are not dug up or damaged		
18.14	Check auxiliary communication equipment		
18.15	All equipment checked as per equipment record. Maximo Nav-loc report printout		
18.16	Check RF Hazard signage is on all sides of the Non Occupational and Occupational boundaries		

18.17	Check High Voltage signs are fitted on equipment building, security fences and gates to non-occupational and occupational boundaries		
18.18	Fencing adequate & in good condition		

		Yes No N/a	Comments
19.	Buoy specific		If N/a move to next section
19.1	Battery box & batteries are in good condition		
19.2	Solar panels are in good condition		
19.3	Random check of wiring [no sign of corrosion]		
19.4	Random check of all fittings securing chain to dump and buoy		
19.5	Condition of day mark is good		
19.6	General condition of mooring & dump is good		
19.7	Special tools required are available, in good condition & labelled		
19.8	Test certificates / maintenance checks on tools or lifting equipment is available		
19.9	House keeping – work area is clean and tidy and contains only the equipment tools and stores required		
19.10	Access to designated work area is restricted to service staff and other authorised personnel		
19.11	All personnel in work area have appropriate PPE		
19.12	Equipment to be used in servicing is to the specification approved by AMSA		
19.13	Equipment service sheets are kept and maintained		
19.14	Correct paint specifications are being used		
19.15	Records are maintained on any testing carried out to the hull or tower		
19.16	Records of the painting system thickness applied during painting are maintained		
19.17	Do test results indicate that the painting specifications are being adhered to		
19.18	Condition of anode protection installed & is it to specification. % anode remaining		
19.19	Chain measurement records maintained		
19.20	On the vessel the buoys are stored and secured in an appropriate safe manner with protection given to paint coatings		
19.21	Special tools and ropes required for buoy operations are stored in a dust, dirt free atmosphere		
19.22	Segregation is maintained of AMSA equipment & materials from other items		
19.23	Storage of equipment with special handling requirements for example batteries are stored and handled as required by AMSA		

19.24	The transport of buoys is carried out in a safe manner with protection given to paint coatings		
19.25	The contractor demonstrates compliance with the agreed safety plan action and timelines		
19.26	JSA is available and discussed at a "tool-box" meeting prior to lifting the buoy		
19.27	Check of lantern serial numbers to see if they are correct as in Maximo		
19.28	The contractor adheres to the regulations and permits on board the Ship Platform		

		Yes No N/a	Comments
20.	Tide gauge specific		If N/a move to next section
20.1	Does the output match up with the visual reading of the tide pole and the LCD read out in the equipment room		
20.2	Are the standard operating conditions measured at commissioning within acceptable limits		
20.3	Has the sensor datum measurement been checked against the survey marks and commissioning data?		
20.4	Directional antenna faces correct direction		
20.5	Modem configurations are confirmed		
20.6	Anode % fitted to structure		
20.7	Corral has been cleared under the sounding tube		