



**Boiler & Turbine Operation Pre-Training Checklist – Victoria, ACT, NSW, Tasmania & QLD**

ST-V1 September 2015

**Thank you for choosing Steam Training.**

Your High Risk Work Training and Assessment(s) for HRW classes BS/BB, BI, BA, ES or TO will occur shortly. The following checklist will ensure that you have and/or provide all the facilities and information we require to conduct these activities in a safe and correct manner, in accordance with the requirements of the WorkCover / Work Safe / Safe Work authorities in your state or jurisdiction, and ASQA.

Please work through the following list, and once complete please email to: [enquiries@steamtraining.com.au](mailto:enquiries@steamtraining.com.au)

Company Name			
Contact Name and Phone			
		<b>YES</b>	<b>NO</b>
1	Have you provided a completed Student Registration Form for each student? <b>Attachment 1</b>		
2	Have you provided a completed Employer Declaration and Risk Assessment? <b>Attachment 2</b>		
3	Have you provided a copy of the current Boiler Registration Certificate with your states Workcover Authority for the boiler to be used for the assessment? (Victoria exempt)		
4	Has each student got a USI and have these been provided to us? <a href="http://www.usi.gov.au">www.usi.gov.au</a>		
5	Has each student completed their logbooks and will these be available to the assessor? (TAS, QLD & NSW)		
6	Has each student completed the applicable distance learning course, if this was a requirement?		
7	Has our invoice been paid or payment arrangements made with the LearnPRN Accounts Team as per our attached Terms and Conditions of Trading?		
8	Has each student been reminded to bring 100 points of Identification to the assessment? Refer: <b>Attachment 3</b>		
9	Have you arranged a training room that can be used for the duration of the training and assessment without interruption?		
10	Is there a data projector in the training room?		
11	Does the training room contain a white board and pens?		
12	Have you arranged PPE and appropriate clothing for all students? Minimum – Boots, long sleeves, gloves, safety glasses		
13	Have you printed and/or distributed the provided training notes?		
14	Have you arranged lunches and is tea/coffee available?		
15	Is the boiler free of defects and maintenance is up to date in accordance with AS25934388?		
16	Have you advised us of any site specific and induction requirements that we should be aware of before we arrive on site?		
<b>Signed by Authorised Company Representative</b>			
<b>Full Name Authorised Company Representative</b>			

**Attachment 1: HRW Boiler Training and Assessment Student Registration Form**

Please complete the details to register applicants/students for the HRW training. This is not an Enrolment Form, which will be completed prior to training delivery. Please email to [enquiries@steamtraining.com.au](mailto:enquiries@steamtraining.com.au)

Applicant Details and Self-Assessment *(Please copy additional pages for each student)*

Applicant Details			
First Name		Surname	
Date of Birth (over 18)		Phone Number	
Email Address			
Student USI Number			
Current High Risk Work Licence Number & State of Issue			

Information for Training				
Training Required (circle one)				
Unattended	BB/BS	BA	ES	TO
Does the applicant have reasonable written and spoken English language literacy and language skills?				
Does the applicant have any physical disabilities?				
Will the student need an interpreter?				

Applicant Experience		
Has the applicant had any previous boiler/engine/turbine operation and monitoring experience?		
Is this experience with your company?		
Is this experience with a previous employer?		
Is this experience in a voluntary capacity or on heritage equipment?		
Has the applicant had no previous experience on boiler operation whatsoever?		
Has the applicant prepared, started, monitored, and shutdown a boiler/turbine/engine?		

BOILERS – Is the applicant familiar with: (Tick for Yes)		
Blowdown Operation:	Operation and Testing of Sight Glasses	Testing of Low Water Alarms

Please Indicate In The Table The Experience That The Applicant Has Had With Equipment			
Type of Equipment	Type FT or WT	Est. Hours of Experience	Size in Megawatts or HP
Attended Boiler			
Limited Attendance Boiler			
Attended Heritage Boiler			
Reciprocating Steam Engine			
Steam Turbine			

Additional Information:



**Attachment 2: Employer Declaration and Risk Assessment**

To be completed and emailed to us by an employer requesting onsite HRW training and assessment for employees.  
 Please email to [enquiries@steamtraining.com.au](mailto:enquiries@steamtraining.com.au)

**Preferred Training Date:**

**Preferred Assessment Date:**

Company Details			
Company Name			
Site Address			
Contact Person		Contact Position	
Contact Email		Contact Phone	
Do you agree to Steam Training & Go-Train Industry Pty Ltd utilising your boiler and facilities for the purpose of training your employees?			

Company Boiler/Engine/Turbine Information			
Boiler/Engine/Turbine Make			
Boiler Capacity (HP or Mw)			
Water Tube or Fire Tube			
Registration Number (VIC exempt)			
Is your boiler routinely maintained in accordance with AS2593?			
Have you provided the correct PPE to your boiler trainees?			

**Is The Boiler Environment Free Of Risks And Hazards As Follows:**

Are there any trip hazards?		
Are there any environmental hazards?		
Are there any access limitations to all boiler sides?		
Are there any known defects with the boiler that may impact its safe and proper operation?		
If you answered YES to any of the above, please describe the nature of the issue:		

What is the boiler registered as? (Circle One)	Attended	Limited Attendance	Unattended
Is the boiler fitted with an economiser?			
Is the boiler fitted with a feedwater heater?			
Is the boiler fitted with a superheater?			
Is the boiler fitted with a dual fuel firing system?			
Additional Information:			

DECLARATION TO BE SIGNED BY APPLICANT: I declare the above to be true and correct and confirm I have read and understood the terms and conditions attached to this document.

**Signed by Authorised Company Representative**

**Full Name Authorised Company Representative**

### Attachment 3: Identification Information Sheet

Applicants must bring 100 points of ID to their training and/or assessment, whichever is first.

Forms of Identification – 100 points required	Points
<b>Primary Documents</b> – if using a Primary Document only ONE may be used	
Full Birth Certificate or Birth Card issued by the Registrar of Births, Deaths and Marriages in Australia	70
Australian Passport (Australian Passport current or expired within the last two years, but not cancelled)	70
International Passport (must be current)	70
Australian Citizenship Certificate	70
<b>Secondary Documents</b> - You are allowed to use <b>one</b> of following secondary documents for the value of 40 points.	
<ul style="list-style-type: none"> <li>• Must contain a photo or signature that can be matched to the applicant</li> <li>• Additional documents can be awarded 25 points</li> <li>• You are allowed to use a combination of the following secondary documents</li> <li>• If you wish to use more than one of these documents they must be from different organisations and they must include your name and address</li> </ul>	
Australian Photo Drivers Licence	40
Australian Photo Learner Permit	40
Boat Operator Photo Licence	40
Firearm Photo Licence	40
State or Federal Government Employee Photo Identity	40
License to Perform High Risk Work Card	40
Centrelink Card	40
Department of Veterans Affairs Card	40
Photo Identity Card issued by a Tertiary Education Institution	40
Medicare Card	25
Council Rates Notice	25
Property Lease/Rental Agreement	25
Telephone Account	25
Motor Vehicle Registration or insurance Documents	25
Professional or Trade Association Card	25
Utilities Account (e.g. Gas Electricity Water)	25
Credit/Account Card	25
Bank Statement	25

## Attachment 4: Terms and Conditions

### 1. Definition

In these terms and conditions:

“We” or “Us” mean Steam Training, Go-Train Industry Pty Ltd and its agents, servants and employees;

“You” means the person to whom an offer is made, any person offering to trade with us pursuant to these conditions and any person who purchases Services from Us;

“Services” means the training courses and assessment services provided by us to you; and

“Contract” means any contract for the supply of Services entered into by us with you.

### 2. Priority of Conditions

These terms and conditions will prevail over, supersede and exclude all prior discussions, representations (contractual or otherwise) and arrangements relating to the supply of the Services.

### 3. Fees

Unless otherwise agreed the fees charged for the Services will be those ruling at the date of delivery of the Services as determined by us. Fees for all training courses are payable in advance and must be received no later than two working days prior to the published date of the particular course.

### 4. Cancellations & Transfers

Individual Students: If you cannot attend any training course or assessment and you advise us at least two working days prior to the commencement of the Services, we will provide a refund less a cancellation charge of 25% of the fee applicable. If you fail to attend the course or you do not provide the minimum notice of cancellation, you will be liable for payment of the entire fee. If you cannot attend the course you may nominate a substitute to attend in your place. However such substitutions must be advised to us within the minimum notice period or a charge may apply.

Company clients: If you seek to cancel a training course or assessment and you advise us at least seven working days prior to the commencement of the Services, we will provide a refund less a cancellation charge of 25% of the fee applicable. If you fail to attend the course or you do not provide the minimum notice of cancellation, you will be liable for payment of the entire fee.

### 5. Standards

The Services provided by us will conform to the relevant AQF Standards governing such services.

### 6. Accreditation

When you have successfully completed the training course or assessment, you will be provided with a document evidencing the competency level achieved. However, the issue of such accreditation may be delayed or refused if you cannot demonstrate compliance with the required assessment as set down in the relevant Code of Practice.

### 7. Copyright

All material issued in respect of the Services whether in print or in other media are subject to copyright. You will not reproduce or distribute, in whole or in part, any of the Training Documents without our prior written consent.

### 8. Solicitation

You will not attempt to solicit or encourage the employment of any consultant, employee or agent either for yourself or on behalf of any other person

### 9. Risk

You will release us from any liability we may incur arising from any loss, damage or injury sustained by you during the delivery of the Services. If the Services are delivered on your premises or on premises arranged by you, You will indemnify Us against any liability we may incur in respect of any loss, damage or injury arising from the delivery of the Services except to the extent that the loss, damage or injury has been caused by our negligence. However, we will not be liable for consequential or indirect loss of any kind including, but not limited to, loss of profits, loss of opportunity or any other form of economic loss.

### 10. Limitation of Liability

We will provide the Services with due care and skill. In the event of a defect in the Services or our failure to perform the Services, then, to the extent that the law permits, Our liability under this Contract is limited (at our option) to supplying the relevant services again or paying the cost of supplying the relevant services again.

### 11. Governing Law

All services provided by LearnPRN Pty Ltd and Go-Train Industry Pty Ltd are governed by the law in force in Victoria.

### 12. LearnPRN Terms and Conditions of Trading

These Steam Training Terms and Conditions are in adjunct to LearnPRN’s Terms and Conditions of Trading which can be found here: [www.learnprn.com/tradtc.pdf](http://www.learnprn.com/tradtc.pdf)