|  |  |
| --- | --- |
| Project: | Company: |
| Movement Date: | Screen Numbers: |
| Screen Levels and Area (e.g. Pour 1 Level 6 -7): |
| Screen Supervisor: | Mirvac Supervisor: |
| Attachments: (Mandatory)* Back Propping Plan (section and plan view)
* Screen Layout Plan (highlighting screens to be lifted, screen numbers and intended direction)
 | Other: |
| Pre-Lift Planning | Yes | No | N/A | Comments |
| 1 | All workers have signed in to relevant SWMS? | [ ]  | [ ]  | [ ]  |  |
| 2 | Competent persons as identified in the SWMS hold the required licences? *(i.e. Riggers RI, RA)*  | [ ]  | [ ]  | [ ]  |  |
| 3 | Exclusion Zones, barricades and signage are in place? | [ ]  | [ ]  | [ ]  |  |
| 4 | All cast ins have been checked and locations verified? *(all fixings etc. are as per design documentation)*  | [ ]  | [ ]  | [ ]  |  |
| 5 | Needle supports have been checked and are as per design?Needles are in place to upper level? | [ ]  | [ ]  | [ ]  |  |
| 6 | Back props below needles are in place and checked in accordance with design documentation? *(attached for ease of reference)*  | [ ]  | [ ]  | [ ]  |  |
| 7 | Screen platforms and immediate working areas *(minimum of 2m inside the perimeter)* have been cleaned, checked for debris and loose materials and are ready for lifting? | [ ]  | [ ]  | [ ]  |  |
| 8 | Temporary handrails or completed building edge protection systems (i.e. balustrade) are in place must be 100% protected to lower floors prior to lifting screens? | [ ]  | [ ]  | [ ]  |  |
| 9 | Consultation with other trades has be undertaken and all in the immediate work area/s are aware of the screen lifting activity? | [ ]  | [ ]  | [ ]  |  |
| 10. | Screens and attachments inspected at regular intervals (minimum 3 monthly) to ensure in good working order and for any deterioration of materials i.e. plywood, fixings or associated elements |  |  |  |  |
| **HOLD POINT – Mirvac Supervisor inspection required prior to proceeding.** |
| **Mirvac Supervisor:** | Name: |       | Signature: |       | Date: |   |
| Lifting | Yes | No | N/A | Comments |
| 1 | Lifting/rigging methodology has been agreed and toolbox held with crane and screen crews? (i.e. discuss sequence, connection, communication)  | [ ]  | [ ]  | [ ]  |  |
| 2 | Lifting equipment attached to certified lifting points, lifting equipment to have no slack prior to removing props or needles? | [ ]  | [ ]  | [ ]  |  |
| 3 | Screen workers have radio contact in place on a secure channel?*(lead rigger positioned at pinning level with dogman, spotters below with other dogman)* | [ ]  | [ ]  | [ ]  |  |
| 4 | Spotters required on all levels in place per approved plan |  |  |  |  |
| 5 | Push Pull Props have been detached and pinned to screen? | [ ]  | [ ]  | [ ]  |  |
| 6 | Suitable access to lifting points has been provided? | [ ]  | [ ]  | [ ]  |  |
| 7 | When opening or removing platform/flap infills prior to lifting ensure they are securely fixed and fit for their intended purpose.  | [ ]  | [ ]  | [ ]  |  |
| 8 | All flaps and infills are clear with no potential snagging points. |  |  |  |  |
| 9 | Fall restraint connections have been checked and fall restraint equipment, tested and tagged as required? In accordance with SWMS requirements. | [ ]  | [ ]  | [ ]  |  |
| ***Note, this screen checklist cannot be signed off for use until any previous screen checklists have been completed in full with final sign off by a Mirvac Supervisor.*** |
| **Signoff by formwork Lead Rigger that screens are ready for lifting:** |
| **Lead Rigger:** | Name: |       | Signature: |       | Date: |   |
| **Approval by Mirvac Supervisor that visual inspection of screen supports and propping has been undertaken:** |
| **Mirvac Supervisor:** | Name: |       | Signature: |       | Date: |   |
| Post lifting | Yes | No | N/A | Comments |
| 1 | All support pins, locks, guides and fixings are secure and in correct position as per design and requirement? *(Fixing bars have double nuts, fixing bar lengths are a minimum of 1 full thread past the top nut. Bars have protective caps installed)* | [ ]  | [ ]  | [ ]  |  |
| 2 | Protection flaps and covers have been positioned? (Lowest platform 100% sealed for containment) Vertical and horizontal gaps on screens and returns have been sealed? Note \*screening to have no gap greater than 25mmx50mm. A kick board should be installed to platforms. | [ ]  | [ ]  | [ ]  |  |
| 3 | All platforms have been checked for damage and are fit for use? | [ ]  | [ ]  | [ ]  |  |
| 4 | Props have been refitted and locked into position? | [ ]  | [ ]  | [ ]  |  |
| 5 | All screens are to be plumed in both directions prior to removing lifting equipment? | [ ]  | [ ]  | [ ]  |  |
| 6 | All screens have been inspected post lifting and are installed to design documentation? | [ ]  | [ ]  | [ ]  |  |
| 7 | All rigging equipment has been removed? | [ ]  | [ ]  | [ ]  |  |
| 8 | All exclusion zones have been cleared? | [ ]  | [ ]  | [ ]  |  |
| **Comments:** |
| **Signoff for Use - *All screens have been checked to ensure installation is per design documentation and all safety requirements have been implemented*:** |
| **Screen Supervisor:** | Name: |       | Signature: |       | Date: |   |
| **Mirvac Supervisor:** | Name: |       | Signature: |       | Date: |   |