WHS DOCUMENTS & TEMPLATES

DOC-PER-TPL · Plant and Equipment Register

Product Overview

For: Australian businesses that own, hire or use plant: workshop, warehouse, site and facilities managers, supervisors and WHS advisers

Version 1.0 · 15 November 2026

SAMPLE

An Excel register of every item of plant: registration, guarding, who may operate it, and when it was last inspected, with overdue inspections flagged red, an inspection log, and a plant record card to keep with each item.

List each item once, with its asset ID, make and model, serial number, location, whether it is registered plant, its guarding and safety devices, the licence or competency needed to operate it, and its inspection frequency. Inspections that are overdue show red, and those due within 30 days show amber. Dropdowns keep the entries consistent, and the Inspection Log sheet records every inspection, test and repair.

The Plant Record Card (Word and PDF) stays with the item: the checks before it is first used, who is authorised to operate it, each inspection and repair, and each time it was tagged out of service and returned.

Written once for Australia, to the model WHS laws, in plain terms that also work in Victoria. The guide's state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
Excel plant and equipment register: registration, guarding, operators, inspection due dates flagged, an inspection log	02_TEMPLATE/Plant and Equipment Register.xlsx
Plant record card: checks before use, authorised operators, inspections and maintenance, and faults, for each item	02_TEMPLATE/Plant Record Card.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

Who it is for

- Workshops, warehouses, sites and facilities with machinery, mobile plant, tools and lifting equipment
- Supervisors who schedule inspections and authorise operators
- Businesses getting ready for an inspection or audit of their plant

File formats

- Word (.docx), editable, with your logo and business name in the header

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SAMPLE · Plant and Equipment Register · Buy the full editable version:
training.oranaskillscentre.com/documents/plant-and-equipment-register

How to Use This Template

How to complete, adapt and keep the plant and equipment register

1 What this template is for

The register shows, in one place, every item of plant the business controls, whether it is safe to use, who may use it and when it is next due for inspection. The record card keeps the item's own history with the item.

2 How to use it

Step	What to do
1	Walk the workplace and list every item of plant, owned or hired. Give each an asset ID and mark it on the item.
2	For each item, record whether it is registered plant, and its registration number. Check with your regulator if you are not sure.
3	Assess the risks of using, maintaining and cleaning each item, with the workers who use it. Record the guarding and safety devices.
4	Record who may operate it, and the licence, training or verification of competency it needs. Some plant needs a high risk work licence, such as forklifts and most cranes.
5	Set the inspection frequency from the manufacturer's instructions and the risk, and record each inspection in the log and on the card.
6	Tag unsafe plant out of service until it is repaired and checked, and update its status.
7	Check the register each month for overdue inspections, and review it when plant is bought, hired, moved or disposed of.

3 Who does what

Who	What they do
Supervisor or plant owner	Keeps each item's card, authorises operators, and makes sure inspections happen
Operators	Do the pre-start checks, report faults, and tag out unsafe plant
Competent person or service company	Inspects, tests, maintains and repairs to the manufacturer's instructions
Person who looks after WHS	Keeps the register and follows up overdue inspections

4 The law, in brief

The WHS laws require a business that manages or controls plant to manage its risks: guarding, isolation, emergency stops, operator controls, and inspection, maintenance and repair by a competent person, following the manufacturer's information. Some plant designs and items must be registered with the regulator, and their records kept. Operating some plant, such as forklifts, most cranes and some elevating work platforms, needs a high risk work licence.

This template is written once for Australia, to the model WHS laws that the Commonwealth, New South Wales, Queensland, Western Australia, South Australia, Tasmania, the ACT and the Northern Territory have adopted, each with its own variations. Victoria has its own Occupational Health and Safety (OHS) laws. The template uses plain terms that work in every jurisdiction; the state and territory notes below show where the law differs.

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YOUR LOGO
Right-click > Change Picture

[Company name]

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Plant Record Card

One card for each item of plant: what it is, who may use it, and every inspection, repair and fault

Asset ID		**Item of plant**	
Make and model		**Serial number**	
Location		**Owned or hired (from)**	
Registered plant? Registration number		**Date into service**	

1 Before it is used

Check	Yes	No	N/A
The risks of using, maintaining and cleaning it have been assessed, with the workers who use it	☐	☐	☐

The rest of this page, and the rest of this document, are in the full product.

SAMPLE

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Plant and Equipment Register

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An Excel register of every item of plant: registration, guarding, who may operate it, and when it was last inspected, with overdue inspections flagged red, an inspection log, and a plant record card to keep with each item.

What the full product contains

- **Excel plant and equipment register: registration, guarding, operators, inspection due dates flagged, an inspection log**
  02_TEMPLATE/Plant and Equipment Register.xlsx
- **Plant record card: checks before use, authorised operators, inspections and maintenance, and faults, for each item**
  02_TEMPLATE/Plant Record Card.docx and .pdf
- **How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder**
  01_START_HERE/How to Use This Template.pdf
- **Read Me First, Product Overview, Permitted Use Terms and Version Information**
  01_START_HERE/ (PDF)

Formats

- Word (.docx), editable, with your logo and business name in the header
- Excel (.xlsx), editable, with dropdowns and formulas (no macros)
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

https://training.oranaskillscentre.com/documents/plant-and-equipment-register

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