		FORM, TOOL, TEMPLATE				
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# FORKLIFT REPAIRS - SCOPE OF WORK

### **01** Describe the work to be performed

- Repair and servicing to all systems on forklifts to OEM specifications
- Complete work to OEM standard, using OEM components wherever possible
- Have a relevant trade qualification for all employees who are completing repairs and fitments
- Provide manuals, parts lists, designs and technical drawings for all aspects of systems installed
- Provide maintenance documentation for any works completed
- All other requirements per the Principal Scope of Works

### **02** Extra requirements to the Pre-Qualification

• As per the Principal Scope of Works

### 03 Other Scopes of Work required or relevant to this task

- Use of hand and power tools
- Use of hazardous substances
- Use of mobile plant On-Site
- Equipment hire
- Hot works

## 04 Policies, procedures and inductions that may be relevant to this Scope of Work

- Forklift Daily Inspection Checklist (FTT-NAT-PTS-0026)
- Forklift Operations and Management Procedure (PCD- NSW-HSEQ-0004)
- Mobile Equipment Procedure (PCD-NAT-HSEQ-0127)
- SWP Keyless Forklift Pre-Start (WIN-WA-SER-0027)
- SWP Using a Battery Cart (WIN-NAT-HSEQ-0137)
- SWP Using a Battery Charger (WIN-NAT-HSEQ-0138)
- All other requirements per the Principal Scope of Works

**05** Describe who supplies the materials

- The decision as to who is providing hardware and materials is to be clarified at the time the purchase order is raised, between the Contracting company and the requisitioner
- The Contracting Company is to provide all tools necessary to complete the works
- WesTrac may, at its discretion, provide consumables or tooling that it deems necessary to complete the task

06 Describe how the work will be measured

- The Contracting Company will be measured against safety, quality, velocity, cost and people-based metrics.
- The relevant WesTrac department will conduct reviews, feedback sessions and other performance management tools it deems necessary

**07** Describe at what point will the work be accepted

- The Contracting company is to provide WesTrac a Service Entry Sheet, maintenance report, commissioning report or similar outlining works and testing completed
- The completed works will be tested and verified complete by both the Contracting Company and WesTrac
- The services as requested in the Purchase order will be deemed to be delivered by WesTrac
- Acceptance will also be in accordance with WesTrac's Terms & Conditions or Standing offer
- Any large discrepancies in cost to be scrutinised between both parties

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