

## INDUSTRY GUIDANCE – MODIFICATIONS AND ALTERATIONS

### Overview:

This guidance document summarises the key points regarding modifications and alterations to Mobile Elevating Work Platforms (MEWPs).

Modifications to a MEWP shall be design tested and carried out by a competent person. If the MEWP is subject to design registration requirements, the altered design must be registered if the alteration may affect health and safety.

A permanent record of the design, test(s), and implementation shall be maintained for the life of the MEWP.

If a MEWP is significantly altered or changed, the owner must get a certificate from the manufacturer or a report from a competent person to confirm that the MEWP still meets the requirements of these guidelines.

### Competent person(s) for Modifications:

In addition to the requirements of a competent person for maintenance, a competent person to perform modifications should:

- Be familiar with the requirements of AS/NZS 1418.10.
- Have the ability to specify and conduct applicable testing.
- Have knowledge and practical experience of the operational risks associated with MEWPs.
- Have relevant qualifications for the task, e.g. qualifications from manufacturers of the specific MEWP being modified

### Instructions:

The instructions and information for use shall be provided and include as a minimum:

- The capacity plate(s), decals, tags, and operator's manual(s), as appropriate.
- A description stating the manner in which the MEWP has been modified or altered.
- A specification detailing capacities and relevant operating conditions.
- Service and maintenance instructions, including schematic circuits if applicable.
- Supplementary documentation may be provided, if appropriate, and stored with the operator's manuals on the MEWP.
- An identification plate shall be fitted to the MEWP containing the date of the modification or alteration, the name and address of the organization responsible for the modification and any relevant operating parameters.

### References:

AS2550.10, 1.4.7 Competent person for modification

AS2550.10, 6.5 Modifications and alterations

WorkSafe MEWP Best Practise Guidelines