# Explosives management plan (ExMP) – Explosives transport licence – self-audit template

All licence applications made under regulation 157(7) of the Dangerous Goods Safety (Explosives) Regulations 2007 (the Regulations) must be accompanied by a written explosives management plan (ExMP) that complies with regulation 161. This self-audit template is designed to be used in conjunction with the *Guide for an explosives management plan for all licence types* to assist applicants with preparing the ExMP and provides a reference point when being assessed or reviewed by the Department.

The Regulations allow for alternative safety measures provided they achieve the level of risk that is equal to or lower than the level of risk achieved by codes of practice and standards. This means that the new measure must be at least as safe as the measure being replaced. Any use of an alternative safety measure must be justified and documented.

An ExMP for the purposes of an explosives transport licence must satisfy all of the requirements of regulation 161(5) and Schedule 10 clauses 2, 3A and 4.

|  |  |  |  |
| --- | --- | --- | --- |
| **Company or operator name** |  | **Dangerous goods security card no. *(if applicable)*** |  |
| **Site address** |  |
| **Site location and site reference no. *(if applicable)*** |  |
| **Description of storage facility *(if applicable)*** |  |
| **Number of vehicles in fleet** |  |

## Supporting document (to be attached)

|  |  |
| --- | --- |
| [ ]  | Explosives management plan (ExMP) to include the following: |
|  | [ ]  | Emergency management plan (EMP) which includes response to explosives fires or incidents |
|  | [ ]  | Security risk assessment |

## Licence compliance with codes and standards

|  |  |
| --- | --- |
| **Title** | **Complies Y/N** |
| *Australian Code for the Transport of Explosives by Road and Rail* (AEC) | [ ]  Yes | [ ]  No |
| Australian Standard AS 2187.1 *Explosives – Storage, transport and use – Storage* | [ ]  Yes | [ ]  No |

## Self-audit template

### Section 1 for all licence matters

#### 1.1 General matters – Schedule 10 Clause 2

| **Item no.** | **Legislative reference** | **Requirements and guidance** | **Summary of key points in ExMP**  | **Page number in ExMP** | **Complies Y/N**(office use only) |
| --- | --- | --- | --- | --- | --- |
| 1.1.1 | Schedule 10 Clause 2(a) | Procedures for reporting incidents to the Chief Dangerous Goods Officer |  |  | [ ]  Yes | [ ]  No |
| 1.1.2 | Schedule 10 Clause 2(b) | Measures to ensure employees with access to an explosive are instructed about and comply with the Regulations |  |  | [ ]  Yes | [ ]  No |
| 1.1.3 | Schedule 10 Clause 2(c) | Measures to ensure employees with access to an explosive are instructed about and comply with the ExMP |  |  | [ ]  Yes | [ ]  No |
| 1.1.4 | Schedule 10 Clause 2(d) | Measures to monitor and ensure compliance with the ExMP |  |  | [ ]  Yes | [ ]  No |
| 1.1.5 | Schedule 10 Clause 2(e)(i), (ii) and (iii) | Measures for reviewing and updating the ExMP |  |  | [ ]  Yes | [ ]  No |
| 1.1.6 | Schedule 10 Clause 2(f) | Ensure records are kept of measures taken under the ExMP |   |  | [ ]  Yes | [ ]  No |

#### 1.2 Emergency management plans (EMP) – Schedule 10 Clause 3A

Must comply with Australian Standard AS 2187.1 *Explosives – Storage, transport and use – Storage*

| **Item no.** | **Legislative reference** | **Requirements and guidance** | **Summary of key points in EMP**  | **Page number in EMP** | **Complies Y/N**(office use only) |
| --- | --- | --- | --- | --- | --- |
| 1.2.1 | Schedule 10 Clause 3A  | EMP addresses response to and control of a dangerous goods incident or situation |  |  | [ ]  Yes | [ ]  No |
| 1.2.2 | Schedule 10 Clause 3A(a) | EMP outlines equipment and facilities available |  |  | [ ]  Yes | [ ]  No |
| 1.2.3 | Schedule 10 Clause 3A(b) | EMP outlines evacuation procedures and measures to be taken for sounding alarms and evacuating people |  |  | [ ]  Yes | [ ]  No |
| 1.2.4 | Schedule 10 Clause 3A(c) | EMP has procedures in place to investigate the underlying cause when an incident occurs |  |  | [ ]  Yes | [ ]  No |
| 1.2.5 | Schedule 10 Clause 3A(d) | EMP shows the delegated roles and responsibilities in an emergency |  |  | [ ]  Yes | [ ]  No |
| 1.2.6 | Schedule 10 Clause 3A(e) | Measures taken to train people to execute the EMP |  |  | [ ]  Yes | [ ]  No |
| 1.2.7 | Schedule 10 Clause 3A(f) | List of emergency services and other people given a copy of the EMP |  |  | [ ]  Yes | [ ]  No |

#### 1.3 Security matters – Schedule 10 Clause 4

Must comply with AS 2187.1 *Explosives – Storage, transport and use – Storage* and *Australian code for the transport of explosives by road and rail*, 3rd edition (AEC)

| **Item no.** | **Legislative reference** | **Requirements and guidance** | **Summary of key points in ExMP**  | **Page number in ExMP** | **Complies Y/N**(office use only) |
| --- | --- | --- | --- | --- | --- |
| 1.3.1 | Schedule 10 Clause 4(2)(a) | Details of the security risk assessment that has been conducted |  |  | [ ]  Yes | [ ]  No |
| 1.3.2 | Schedule 10 Clause 4(2)(b) | Measures to ensure the security risk assessment is reviewed regularly |  |  | [ ]  Yes | [ ]  No |
| 1.3.3 | Schedule 10 Clause 4(2)(c)(i) and (ii) | Measures to minimise the security risks and keep explosives secure |  |  | [ ]  Yes | [ ]  No |
| 1.3.4 | Schedule 10 Clause 4(2)(d) | Measures to ensure that structures and things used to keep explosives secure are inspected regularly and maintained  |  |  | [ ]  Yes | [ ]  No |
| 1.3.5 | Schedule 10 Clause 4 (2)(e) | Measures to control and monitor access to explosives |   |  | [ ]  Yes | [ ]  No |
| 1.3.6 | Schedule 10 Clause 4 (2)(f) | Measures to prevent unsupervised and unauthorised access and to ensure access is limited to authorised persons only |  |  | [ ]  Yes | [ ]  No |
| 1.3.7 | Schedule 10 Clause 4(2)(g) | Measures to ensure unauthorised persons are supervised at all times |   |  | [ ]  Yes | [ ]  No |
| 1.3.8 | Schedule 10 Clause 4(2)(h) | Measures to ensure the name and address of every individual who has had access to the explosive is recorded |   |  | [ ]  Yes | [ ]  No |

### Section 5 Explosives transport licence

#### 5.1 Measures during transport to prevent unauthorised access – regulation 161(5)

| **Item no.** | **Legislative reference** | **Requirements and guidance** | **Summary of key points in ExMP** | **Page number in ExMP** | **Complies Y/N**(office use only) |
| --- | --- | --- | --- | --- | --- |
| 5.1.1 | Regulation 161(5)(b) | Measures to ensure loading and unloading locations are secure |  |  | [ ]  Yes | [ ]  No |
| 5.1.2 | Regulation 161(5)(c) | Measures to ensure the location of explosives during transport is monitored |  |  | [ ]  Yes | [ ]  No |
| 5.1.3 | Regulation 161(5)(d)(i)  | Measures to investigate unlawful entry or unlawful use of vehicle used to transport explosives and report it to the Chief Dangerous Goods Officer |  |  | [ ]  Yes | [ ]  No |
| 5.1.4 | Regulation 161(5)(d)(ii) | Measures to investigate any theft, attempted theft or unexplained loss of any explosive while being transported and reporting it to the Chief Dangerous Goods Officer |  |  | [ ]  Yes | [ ]  No |
| 5.1.5 | Regulation 161(5)(e) | Measures for recording and reconciling explosives |  |  | [ ]  Yes | [ ]  No |
| 5.1.6 | Regulation 161(5)(f) | Measures to ensure all explosives are consigned for transport by and to authorised persons |  |  | [ ]  Yes | [ ]  No |
| 5.1.7 | Regulation 161(5)(g)(i) and (ii)  | Measures to ensure records are kept and maintained of consignor/consignee authority to possess and details of the explosive supplied |  |  | [ ]  Yes | [ ]  No |