

TYPE	Loader, Skidsteer - Stand On
MAKE	Wacker Neuson
MODEL	SM100
SERIAL NUMBER	WNMU0101CM0001132
ASSET NUMBER	1338

Report Number	24830 20241105-1042
Date	05-Nov-2024
Created By	Chris Montgomery
Assessor	Chris Montgomery
Assist. Assessor(s)	
Completed By	Chris Montgomery
Owner	Redi 2 Hire Pty Ltd ATF Maloney Family Trust
Assessment Purpose	Hire
State	VIC

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Contains details of the technique used to calculate risk ratings, time frame and risk treatments. Please refer to this information when reviewing and interpreting the information in section 4 & 5

SECTION 4

RISK TREATMENTS REQUIRED

Contains detailed information regarding the risk treatments to be implemented including hazard, risk rating, time frame, relevant standards & legislative references

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SECTION 1 IMPORTANT INFORMATION

This report generated by Plant Assessor™ © Online Safety Systems on Tuesday, 5 Nov 2024 11:19 AM

This report pertains to this item of plant as it appeared on the day of inspection.

It is the responsibility of the hirer to conform with the instructions and information contained within this report. Any change in condition of this item of plant should be reported to the hire company immediately.

Any information relating to the standard features have been supplied via the manufacturer and should be used as a guide only until verified.

For further information regarding this report contact Online Safety Systems on 1300 72 88 52

SECTION 2 MACHINE DETAILS

MACHINE DETAILS	- NOISE TEST RESULTS	1. Manufacturers specified noise level dBA	101
		2. Ambient noise level dBA	87
		3. Noise level - Operator position (high idle) dBA	90
		4. Noise level - Operator position (low idle) dBA	80
		5. Noise level LHS dBA @ m (high idle)	89
		6. Noise level Front dBA @ m (high idle)	87
		7. Noise level RHS dBA @ m (high idle)	86
		8. Noise level Rear dBA @ m (high idle)	95
	BUCKET	Bucket width: min-max (mm)	850-1050
	CAPACITIES	Bucket capacity, min-max (m3)	0.1
		Fuel Tank Capacity (Litres)	64
		Rated operating load (kg)	1497
	DIMENSIONS/WEIGHTS	Dump height (mm)	1595
		Height (mm)	1473
		Length (mm)	2700
		Load height (mm)	2110mm
		Weight with loader (kg)	1497
		Width (mm)	902
	ENGINE	Engine Displacement (Litres)	1.23
		Engine Hours	651
Engine Make & Model		Yanmar Diesel	
Engine Number		NA	
Engine Petrol/Diesel		Diesel	
Number of Cylinders		3	
Power (kW@rpm)		18.5kW	
HYDRAULICS	Hydraulic Oil Flow (l/min)	49	
	Hydraulic Oil Pressure (Bar)	210	
	Hydraulic Oil Reservoir Capacity (Litres)	35	
	Hydraulic Pump Type	Tandem Gear Pump	
PLANT CLASSIFICATIONS	Class	Mini Loader	
	Year	2022	
TRANSMISSION	Max speed, FIR (km/h)	8.4	
	Transmission Type	Hydrostatic	
WORK CAPABILITIES	Bucket breakout force (kgf)	398	
EXTRAS	Auger Drive	Digga Mini Drive	
	Fork Attachment	Digga Fork Multi Fit	
	Trencher	Digga	

SECTION 3 RISK ANALYSIS / RISK EVALUATION




RISK ANALYSIS		CONSEQUENCE				
LIKELIHOOD		1. INSIGNIFICANT Dealt with by in house first aid	2. MINOR Treated by medical professionals, hospital out patients	3. MODERATE Significant non permanent injury overnight hospital stay	4. MAJOR Extensive permanent injury eg. Loss of fingers, extended hospital stay	5. CATASTROPHIC Death, permanent disabling injury eg. Loss of hand, quadriplegia
	A. Almost certain to occur in most circumstances	MEDIUM 8	HIGH 16	HIGH 18	CRITICAL 23	CRITICAL 25
	B. Likely to occur frequently	MEDIUM 7	MEDIUM 10	HIGH 17	HIGH 20	CRITICAL 24
	C. Possibly and likely to occur at sometime	LOW 3	MEDIUM 9	MEDIUM 12	HIGH 19	HIGH 22
	D. Unlikely to occur but could happen	LOW 2	LOW 5	MEDIUM 11	MEDIUM 14	HIGH 21
	E. May occur but only in rare circumstances	LOW 1	LOW 4	LOW 6	MEDIUM 13	MEDIUM 15

RISK EVALUATION	CRITICAL	Act immediately to mitigate risk. Implement risk treatment(s) in accordance with the risk treatment table below.
	HIGH	Act immediately to mitigate risk. Implement risk treatment(s) in accordance with the risk treatment table below. If the appropriate risk treatments are not immediately accessible establish interim risk treatment strategies. Permanent risk treatments must be implemented within one week.
	MEDIUM	Take reasonable steps to mitigate and monitor the risk. Implement risk treatment(s) in accordance with the risk treatment table below. Permanent risk treatments must be implemented within one month.
	LOW	Take reasonable steps to mitigate and monitor the risk. Implement risk treatment(s) in accordance with the risk treatment table below. Permanent risk treatments must be implemented within three months.

RISK TREATMENT	Selecting the most appropriate risk treatment option involves balancing the costs and efforts of implementation against the benefits derived, with regard to legal, regulatory and other requirements. (source AS/NZS ISO 31000:2009)	
	Eliminate	Eliminate the risk source.
	Substitute	Provide an alternative that is capable of performing the same task which is safer.
	Engineering	Provide or construct a physical barrier or guard.
	Administration	Develop policies, procedures, practices and guidelines in consultation with employees to mitigate the risk. Provide training, instruction and supervision about the risk source.
	Personal protective	Provide personal protective equipment to protect the individual from the risk source.








SECTION 4 RISK TREATMENTS REQUIRED








This section of the report pertains to hazards created by use of this item of plant which currently do not have risk treatments in place. The risk treatments recommended in this section have been developed based on relevant Australian Standards, health & safety legislation, the hierarchy of risk treatment in accordance with the guidelines set forth in AS/NZS ISO 31000 – Risk Management and various other sources. The recommended risk treatment measures must be developed, implemented and validated as effective prior to the operation, maintenance or testing of this item of plant. Treatments applied must be dated and initialled adjacent the recommendations. All operators must read and understand the entire contents of this section prior to operating this item of plant.








DESIGN COMPLIANCE	HAZARD(S)	Prelim. Risk Rating	Residual Risk Rating	Time Frame	Due Date	Date Rectified	Initial
	 CRUSHING, TIP OVER	HIGH 22	MEDIUM 15	1 Week	12-Nov-24		
	Risk Treatment Required: Earthmoving ROPS - Standing/>1500kg Ensure a Roll Over Protective Structure (ROPS) to AS 2294, ISO 3471 or SAE J1040 is fitted to this item of plant prior to operation. A permanent label stating this standard must be attached to the structure. Legislation: National Work Health & Safety Legislation & Regulation References: AS2294, ISO3471 Assessor Comments: Not required Revised Date/Control Not Required Comments: Not required						
	 CRUSHING	HIGH 22	LOW 5	1 Week	12-Nov-24		
	Risk Treatment Required: FOPS - Earthmoving - Standing operator This item of plant must be fitted with a Falling Object Protective Structure (FOPS). A risk assessment must be conducted to determine the level of FOPS required. Level I - withstands 1,365 joules (e.g. 20kgs @ 7m drop, 70kgs @ 2m drop) - operations such as highway maintenance, landscaping and other construction site services Level II - withstands 11,600 joules (e.g. 200kgs @ 6m drop, 394kgs @ 3m drop) - operations such as site clearing, overhead demolition or forestry This risk assessment must be undertaken before each operation, in particular when the item of plant is moved to a new location, even if it is within the same site. References: AS2294, ISO3449 Assessor Comments: Not required Revised Date/Control Not Required Comments: Not required						
	 POOR VISIBILITY, COLLISION	HIGH 22	MEDIUM 15	1 Week	12-Nov-24		
	Risk Treatment Required: Machine Lights This item of plant is not fitted with self contained lighting such as head lights, reversing lights, front and rear lighting to the work area, lighting to the operator controls and work areas. Appropriate self contained lighting must be fitted prior to any night or reduced light conditions operation. Once fitted these lights must be fully functional and serviceable at all times whilst this item of plant is in operation. References: ISO20474- Assessor Comments: Machine not to be used at Night Revised Date/Control Not Required Comments: Machine not to be used at Night						









SECTION 5 RISK TREATMENTS IN PLACE







This section of the report pertains to risk treatments currently in place on this item of plant. This section must be read in conjunction with the safety section of the manufacturers handbook. All operators must read and understand the entire contents of this section prior to operating this item of plant. These treatments or equivalent must remain in place at all times whilst this item of plant is in operation.






	HAZARD(S)	Prelim. Risk Rating	Residual Risk Rating
DELIVERY	 CRUSHING Risk Treatments in Place: SWMS Loading/Unloading Ensure that all operators follow approved SWMS/SOP when loading and unloading this machine to and from a flat top truck or trailer, low loader or tilt tray. References: Work Health & Safety Act & Regulations- , Occupational Health & Safety Act & Regulations	HIGH 22	MEDIUM 15
	 CRUSHING Risk Treatments in Place: SWMS Load Restraint Ensure that all operators follow the approved SWMS/SOP when restraining this machine for transport. References: Work Health & Safety Act & Regulations- , Occupational Health & Safety Act & Regulations	HIGH 22	MEDIUM 15
OPERATION	 INCORRECT OPERATION Risk Treatments in Place: Operator Competency Only persons who are qualified, trained and experienced and/or hold the relevant certification/license can operate this item of plant. If there is not a competent/licensed person available for operation of this item of plant then only persons who are supervised by a competent/licensed person can operate this item of plant. References: Work Health & Safety Act & Regulations- , Occupational Health & Safety Act & Regulations	CRITICAL 24	MEDIUM 15
	 CRUSHING Risk Treatments in Place: Manual Hitch This item of plant is fitted with a manual hitch that meets the following requirements - <ol style="list-style-type: none"> 1. Has a primary retention system and a secondary safety system fitted 2. The primary retention system must be engaged and disengaged at the hitch 3. The secondary safety system must be retained on the hitch so that it cannot be removed without the use of tools. These requirements must be met at all times whilst this item of plant is in operation. References: AS13031	CRITICAL 24	MEDIUM 15
	 INCORRECT OPERATION Risk Treatments in Place: Operation Handbook The manufacturer's operation handbook has been supplied for this item of plant. This handbook must be available at all times to all potential operators and supervisory staff. All potential operators must read and be familiar with this handbook prior to operating. A complete risk assessment/Job Safety Analysis must be undertaken covering all operating processes and environments associated with this item of plant. SWMS should be produced for specific tasks associated with use of this item of plant. References: Work Health & Safety Act & Regulations- , Occupational Health & Safety Act & Regulations	HIGH 22	MEDIUM 15
	 INCORRECT OPERATION Risk Treatments in Place: Pre-op Checklist Loader, Skidsteer - Stand On A pre-operational checklist is available for this Loader, Skidsteer - Stand On. All operators must complete this checklist prior to operating this Loader, Skidsteer - Stand On. References: Work Health & Safety Act & Regulations- , Occupational Health & Safety Act & Regulations	HIGH 22	MEDIUM 15
	 INCORRECT OPERATION Risk Treatments in Place: SOP Loader, Skidsteer - Stand On Safe Operation Procedures are available for this Loader, Skidsteer - Stand On. The information in the Safe Operation Procedures must be followed at all times whilst operating this Loader, Skidsteer - Stand On. References: Work Health & Safety Act & Regulations- , Occupational Health & Safety Act & Regulations	HIGH 22	MEDIUM 15

HAZARD(S)		Prelim. Risk Rating	Residual Risk Rating
 INCORRECT OPERATION	Risk Treatments in Place: Control Labels All controls including all levers, buttons, pedals, switches etc. are clearly labelled as to their purpose and method of operation. These labels must be maintained in a clean and serviceable condition at all times.	HIGH 22	MEDIUM 15
 CRUSHING, FALLING	Risk Treatments in Place: Passenger Seat Label This item of plant is fitted with a clear hazard warning label re: Operator only, No passengers. Passengers must not be carried at anytime. This label must be clear and legible at all times whilst this item of plant is in operation. Legislation: State Health & Safety Legislation & Regulation	HIGH 22	MEDIUM 15
 ELECTROCUTION, EXPLOSION	Risk Treatments in Place: Before You Dig (AUS) This item of plant is fitted with a clear hazard warning label re: underground services and advice "Before You Dig, visit www.byda.com.au " to the operator work area. This advice must be adhered to strictly. Digging into an electricity cable or gas pipe can cause serious injury or death. Damaging a pipe or cable may also lead to isolating a community from emergency services such as fire, police or ambulance. This label must be present, clear and legible at all times.	HIGH 22	MEDIUM 15
 COLLISION	Risk Treatments in Place: Phone Use label This item of plant is fitted with an instruction label advising that mobile phones must not be used whilst operating this machine. Accordingly all operators must not use a mobile phone at any time whilst operating machine. If phone use is necessary then operator must place machine in park configuration in a safe position prior to phone use. Operators MUST adhere to this advice at all times. This label must be clear and legible at all times whilst this item of plant is in operation.	HIGH 22	MEDIUM 15
 POISONING, EXPLOSION, BURNS	Risk Treatments in Place: Tank ID Label The tank(s) on this item of plant have clear, legible label(s) identifying their contents, and if appropriate any necessary controls re: the contents. These must be present, clear and legible at all times. (this includes radiator, hydraulic, water and petrol/diesel tanks etc.)	HIGH 22	MEDIUM 15
 INSTABILITY, CRUSHING	Risk Treatments in Place: Boom Rated Capacity Label This item of plant has a rated capacity label fitted to each side of the boom. Ensure that these labels are clear and legible at all times whilst this item of plant is in operation. Operators must not exceed this rated capacity at any time during operation.	HIGH 21	MEDIUM 15
 CRUSHING	Risk Treatments in Place: Loader Crush Zone Label The loader boom on this item of plant is fitted with a hazard warning label re: crush zone, keep clear. This label must be present and fully functional and serviceable at all times.	HIGH 21	MEDIUM 15

HAZARD(S)		Prelim. Risk Rating	Residual Risk Rating
	ENTANGLEMENT, SHEARING, BURNS	MEDIUM 14	MEDIUM 13
Risk Treatments in Place: Engine Guard Label The engine fan and alternator belts, pulleys and gears are guarded. These guards have clear legible hazard warning labels re do not open or remove guards while engine is running. These labels must be present, legible and easily seen at all times whilst this item of plant is in operation.			
References: AS/NZS4024.1201, AS1319-			
	BURNS	MEDIUM 12	MEDIUM 12
Risk Treatments in Place: Open Cabin Dust, exhaust fumes, chemical fumes, sunstroke and sunburn pose serious risk to the operator both short and long term. The appropriate controls for all of these hazards must always be available whilst this item of plant is in operation. If these controls e.g. hats, sunscreen, dust masks etc are not available then operation of this item of plant must cease until these are made available to all operators.			
References: ISO31000			
	CRUSHING, COLLISION	CRITICAL 24	MEDIUM 15
Risk Treatments in Place: Park Brake This item of plant is fitted with a fully functional park (hand) brake which meets the following requirements – 1. Is separate to the service brakes 2. Has a device which maintains the brake in the on position until intentionally disengaged The park brake must be regularly inspected and tested. These inspections and tests must be documented as part of your plant safety programme.			
References: AS3450			
	CRUSHING	CRITICAL 24	LOW 1
Risk Treatments in Place: Closed Eye Lifting Point The lifting point fitted to this item of plant is the closed eye type. Hooks with out latching devices must not be used as a lifting point at any time.			
References: AS13031			
	CRUSHING	CRITICAL 24	LOW 1
Risk Treatments in Place: Closed Eye Lifting Point With Latch The lifting point fitted to this item of plant is the open hook with latch type. Hooks with out latching devices must not be used as a lifting point at any time.			
References: AS13031			
	STRIKING, BURNS	HIGH 22	MEDIUM 15
Risk Treatments in Place: Hydraulic Hoses This item of plant has hydraulic hoses. These hoses must be inspected each day or before each use for wear and tear. If there are visible signs of wear, immediate action must be taken to control the risk arising from this wear. These inspections must be documented. Hydraulic fluid at high pressure can penetrate the skin, never use any part of your body to check for leaks. If oil penetrates the skin seek medical advice immediately. Always use a piece of cardboard or similar to check for suspected leaks. Always wear appropriate gloves when handling hydraulic hoses. Hydraulic pressure can be stored and is a hazard. Always connect and disconnect hydraulic hoses as per the manufacturer's manual.			
References: AS4024, AS2671			
	CRUSHING, ENTANGLEMENT, STRIKING, COLLISION	HIGH 22	MEDIUM 15
Risk Treatments in Place: Neutral Start This item of plant has neutral start control in place. It must be fully functional and serviceable at all times whilst this item of plant is in operation.			
References: AS4024.1603			

HAZARD(S)		Prelim. Risk Rating	Residual Risk Rating
	STRIKING, BURNS	HIGH 22	MEDIUM 15
Risk Treatments in Place: Hydraulic Hose Failure Shield This item of plant is fitted with a sturdy, permanent shield(s) between the hydraulic hoses and any body parts of the operator to provide protection during a hose or component failure. This shield(s) must be present and fully functional at all times whilst this item of plant is in operation.			
References: AS4024, ISO4413, AS2671			
	CRUSHING, COLLISION	HIGH 22	MEDIUM 15
Risk Treatments in Place: Reverse Movement Alarm This item of plant is fitted with a reverse movement awareness alarm which is automatically activated when reverse gear is selected. This alarm must be fully functional and serviceable at all times whilst this item of plant is in operation.			
References: ISO7731, ISO9533			
	ENTANGLEMENT	HIGH 22	MEDIUM 15
Risk Treatments in Place: Engine Guards The engine fan and alternator belts, pulleys and gears are guarded. These guards must be present and fully functional and serviceable at all times whilst this item of plant is in operation.			
References: AS/NZS4024.1601			
	CRUSHING	HIGH 22	MEDIUM 15
Risk Treatments in Place: Loader Prop The loader boom on this item of plant is fitted with a safety support and instruction label. These must be fully functional and serviceable at all times. The support must be used when accessing the area under the boom and bucket for maintenance or any other purpose.			
References: ISO20474-			
	OPERATIONAL MALFUNCTION	HIGH 22	LOW 2
Risk Treatments in Place: Plant Modification The plant is in original condition.			
References: ISO31000			
	INCORRECT OPERATION	HIGH 20	MEDIUM 14
Risk Treatments in Place: Intuitive Controls The controls fitted to this item of plant are orientated so that the movement of the control is consistent with the action of the machine e.g. moving a control lever to the left results in the machine turning to the left. This design feature must be maintained at all times whilst this item of plant is in operation.			
References: AS/NZS4024.1906			
	STRAINS	HIGH 19	LOW 5
Risk Treatments in Place: Controls Ergonomics All controls including all levers, buttons, pedals, switches etc, are placed near the operator work position and are easy to reach and operate during the execution of the operator's normal duties. This applies for all persons within the 95th percentile of the normal population distribution.			
References: AS/NZS4024.1901			
	INCORRECT OPERATION, SLIPPING	HIGH 17	LOW 6
Risk Treatments in Place: Control Levers/Pedals/Buttons All controls including all levers, buttons, pedals, switches etc. must be kept non-slip and free from damage at all times.			
References: AS/NZS4024.1901			

HAZARD(S)		Prelim. Risk Rating	Residual Risk Rating
 SLIPPING		MEDIUM 12	LOW 6
Risk Treatments in Place: Operator Work Area Access/Egress Safe access and egress to the cabin/work area(s) must be maintained at all times whilst this item of plant is in operation. It must be non slip, free from damage, located at a height so as to not cause undue body stresses and strains with three points of contact available to personnel at all times. All personnel must - 1. Always face the item of plant during access and egress. 2. Always maintain three points of contact during access and egress. 3. Never carry an object(s) in his/her hand(s) during access and egress. 4. Never jump off machine. References: AS5327			
 ELECTRIC SHOCK, BURNS		MEDIUM 12	LOW 6
Risk Treatments in Place: Battery Cover All batteries fitted to this item of plant are constrained to prevent displacement & fitted with a permanent sturdy cover which allows for ventilation. The constraint and cover must be present and fully functional and serviceable at all times whilst this item of plant is in operation. References: AS/NZS4024.1201			
 INCORRECT OPERATION, SLIPPING		MEDIUM 9	LOW 4
Risk Treatments in Place: Work Area Floors All work area floors are non-slip and free from damage & debris. Floor area must remain non-slip and free from damage & debris, including rubbish, tools and other items, at all times whilst this item of plant is in use. References: AS/NZS4024.1201, ISO20474-			
 BURNS		MEDIUM 9	LOW 5
Risk Treatments in Place: Exhaust The engine exhaust on this item of plant is fitted with a guard to prevent injury to any person and control the risk of initiating a fire. It must be present and fully functional and serviceable at all times whilst this item of plant is in operation. References: AS/NZS4024.1201			
 CURRENT OR PREVIOUS STRUCTURAL DAMAGE		CRITICAL 25	MEDIUM 15
Risk Treatments in Place: Structural Integrity Regular checks for structural damage must be undertaken. Look for cracks in frames/chassis (current or repaired), bends or damage to structural components, etc. References: ISO31000			
 INCORRECT OPERATION		HIGH 22	MEDIUM 15
Risk Treatments in Place: Maintenance Manual The manufacturer's maintenance manual(s) has been supplied for this item of plant These manual(s) must be available at all times to all users and maintenance staff of this item of plant. All users and maintenance staff must read and be familiar with these handbook(s) prior to maintaining or repairing this item of plant. A complete risk assessment/JSEA must be undertaken covering all inspection, maintenance, servicing and transportation requirements of this piece of plant prior to use. A full assessment of the competence of people using the book(s) must also be undertaken References: Work Health & Safety Act & Regulations- , Occupational Health & Safety Act & Regulations			

HAZARD(S)		Prelim. Risk Rating	Residual Risk Rating
	INSTABILITY, COLLISION	HIGH 22	MEDIUM 15
Risk Treatments in Place: Tyres The tyres and wheel components must be inspected as part of a "pre start" checklist. These inspections must be documented as part of your plant safety programme.			
References: ISO31000			
	STRIKING, BURNS	HIGH 22	MEDIUM 15
Risk Treatments in Place: Hydraulic Damage The hydraulic hoses to this item of plant are free from damage and protected against damage arising from contact with the plant structure. Ensure that hoses are free from damage and that protection is in place at all times whilst this item of plant is in operation. Inspection of the hydraulic hoses and protection system should be conducted regularly and documented as part of your plant safety programme.			
References: AS4024, ISO4413, AS2671			
	OPERATIONAL MALFUNCTION	HIGH 22	LOW 2
Risk Treatments in Place: Major Fluid Leaks This item of plant must remain free from leaks at all times whilst in operation (this includes engine, transmission, cooling system, air, fuel, drive line, wheel hubs, steering and hydraulics). Development of a major leak will require this item of plant to be stood-down until repaired. Minor leaks detected must be repaired within 1-14 days.			
References: ISO31000			
	OPERATIONAL MALFUNCTION	HIGH 21	MEDIUM 15
Risk Treatments in Place: Service Records Service and maintenance records are available for this item of plant. These records must continue to be managed and available at all times as part of your service and maintenance programme. (This programme includes the undertaking of regular inspections of the item of plant with specific reference to all OEM prescribed, scheduled and non scheduled service and maintenance requirements).			
References: Work Health & Safety Act & Regulations- , Occupational Health & Safety Act & Regulations			
	INSTABILITY	MEDIUM 9	LOW 4
Risk Treatments in Place: Tracks The tracks and track components must be inspected as part of a "pre start" checklist. These inspections must be documented as part of your plant safety programme.			
References: ISO20474-			

SECTION 6 IMAGES AND NOTES

IMAGES

- No Images Available -

NOTES

- No Notes Available -

RISK MANAGEMENT REPORT

TYPE	Loader, Skidsteer - Stand On	Report Number	24830 20241105-1042
MAKE	Wacker Neuson	Date	05-Nov-2024
MODEL	SM100	Created By	Chris Montgomery
SERIAL NUMBER	WNMU0101CM0001132	Assessor	Chris Montgomery
ASSET NUMBER	1338	Assist. Assessor(s)	
		Owner	Redi 2 Hire Pty Ltd ATF Maloney Family Trust
		Assessment Purpose	Hire
		State	VIC

OPERATOR ACKNOWLEDGEMENT

I the undersigned acknowledge that I have read and understand the risk management report described above.
I also acknowledge that I have received a copy of this risk management report.

DATE	NAME	COMPANY/POSITION	SIGNATURE