

# MEANZ Safety Auditors Meeting -- Whangarei Convention 2012

The meeting was held on Sunday 8 January at 0915 in the  
Vintage Car Clubrooms, Maunu, Whangarei.

A welcome was extended by Dave Giles who had prepared a page of 'Items for Discussion', and a copy of the 'MEANZ Manual of Operating Procedures' for each attendee.

Those attending --

Dave Giles (Manukau) Lead Auditor

Gavin McCabe (Hutt Valley) " "

John Caldwell (Nelson) " "

Rob Wilson (Canterbury) " "

and elected SIREP

Mike Orange (Manukau) Auditor

Rex Toms (Manukau) "

Peter George (New Plymouth) "

Richard Lockett (Palmerston North) "

and elected President

Mark Stack (Hawkes Bay) Auditor

Jock Miller (Canterbury) ex SIREP

John Romanes (Havelock North) ex NI Rep

Peter Anderson (Hutt Valley) ex Sec/Treas

Lindsay McDonnell (BCSME)

Barry Glover (ILS)

Chris Morton (PNMEC)

Cynthia Cooper (PNMEC)

Murray Bold (PNMEC)

Greville Wills (ASME)

Dennis Collins (C/RLS)

The objective was to review the Audit system to highlight things that were working and those that were not.

Jock Miller advised that generally all South Island clubs are now preparing for audits as the administrators come to see the advantages of our system. There are 8 South Islanders at the convention so only a few of the 11 clubs are represented.

John Caldwell observed that clubs are now preparing for the second round of audits.

Gavin McCabe stated that he had moderated 6 or 7 audits. At Nelson arrangements were

made for modification of the check list to make it more effective. Only minor changes could be made however, as Colin was wanting comparative information from followup audits. There are some items that now need to be included.

Now that second audits are being done he has found that for effective moderating the information on the previous audit is required. In fact the auditor should have this information too and John Romanes believed that the club should have all relevant documents and information ready for the auditor. It was felt by Chris Morton and Dave Giles that the auditor might want to see it after he had made the inspection rather than beforehand.

Changes in personnel at a club can mean that required information is not available at the club e.g. boiler records. All information needs to be readily available. Mike Orange added that Havelock had the books but they had not been using them. The proper use of Documentation will need to be checked.

John Caldwell advised all to look outside the check list - it is only a guide and John Romanes suggested relooking at the introduction.

Richard Lockett has found it difficult to get the feel of a track operation when he has had to inspect at a time when there is no running or activity on the site. He also wonders about the lack of feedback to the auditor on the outcome of the audit.

Gavin recorded that the Lead auditors should not be doing the audits. The problem can be too few available auditors. At the same time some auditors have not been used. The reasons for this have not been explored.

Peter Anderson explained that MEANZ audits were designed to help the clubs maintain a level of safety with advice and help rather than a pass or fail attitude. The scheme is meant to be open and unbiased hence the use of 2 auditors working together with a club representative.

The ADR registration application will require one auditor to be the 'Competent Person'. The specific points in the ADR Interpretation will have to be covered and signed off by the Competent person. This is a separate task to the audit.

Dave Giles referred to 'Items for Discussion'. He states there, under the Heading DAILY LOG BOOK, that "Clubs must record all members present and locos operating each day." (This may be true if a club requires it but it really only applies to those operating the railway.)

This led to discussion on the WoF for locos and vehicles and some speakers wanted stickers on the items whereas others felt a certificate listing the owner's items was more logical. Some locos have no room for a sticker!

Murray Bold wanted computer files to be acceptable if available on site but Mike Orange stated that paper files are needed to be used correctly at the time. (Havelock experience!) Peter George sees the need for a flexible system to cope with variable people and equipment.

Rob Wilson pointed out that they have a six monthly inspection of wagons and there is a check list for each train used on a day. A system has to be useful for club equipment as much as privately owned and for local as well as visiting vehicles.

John Romanes added that Havelock have a lady willing to complete documentation from the Day Book.

Greville Wills reminded us it is a hobby and this is all about paperwork. We don't want a system that is so cumbersome the actual check is not done. The information recorded needs to be concise and useful, and this can be contained in the Day Book.

Dave Giles then brought up Loco owner responsibility for having the loco in good working order etc and the feature his club has of 'toolbox talks'. This is part of the club responsibility and beyond the normal function of the auditor.

In the future, when functioning as the Competent Person the auditor will need to cover more detail in some aspects and Dave feels that auditors should have authority to conduct random checks. He also stated that we have a duty to ensure the miniature railway complies with the safety requirements.

Richard Lockett stated that he would have cancelled the driver's licence following a serious accident such as Havelock. Mike Orange explained that there were more serious issues than the driver and those have been addressed by the club and the loco owner. We are still waiting for the outcome of the DoL Inspector's report and further action may be decided on then.

Chris Morton said we all have to do our part in drawing attention to safety issues.

Rex Toms asked what liability the auditor assumes if he misses something when signing off as the Competent Person. John Romanes reminded us that clause 18 on the CP certificate states that the club is responsible to maintain safety standards as set out in the MEANZ Guidelines and Operating Procedures. Gross negligence might be another matter.

Gavin pointed out that the Incorporated Societies Act gives some protection to the individual members.

It was noted that some clubs do the decent thing and provide petrol vouchers or similar, where an auditor has travelled for the inspection.

Gavin stated that a further review of the Audit Check List would be carried out in the near future.

The meeting concluded at 1030hrs.

*Peter Anderson*

Acting Secretary.