HS633a Pre Purchasing Checklist for Plant and Equipment

Reference HS316: Purchasing Guidelines

This form can be used to assist in considering the risks of introducing new plant or equipment into the workplace. These questions are suggestions only and may be incorporated into a local work area purchase requisition system.

PART 1: Enter description of item to be purchased					
Equipment name:		Equipment function:			
Requisitioner:		Equipment Custodian:			
Supplier:		Supplier country:			
Estimated size:		Estimated weight:		Estimated cost:	
Expected equipment location:		Expected arrival date:			

Part 2: Checklist pre-purchase health and safety requirements		
Questions	Yes/No/n/a	Comment
Equipment		
Is the equipment designed and manufactured to an Australian Standard(AS), or equivalent? (Name the standard)		
For electrical equipment, does it comply with AS3000 or AS3820? (Specify voltage/amp)		
Has the manufacturer / supplier provided safety information in English? (Manual, Instructions)		
Is the equipment guarded so that access to moving parts is prevented during operation?		
Does the equipment contain a Class 3 or 4 Laser? (If yes, notify Radiation Safety Officer)		
Does the equipment contain an ionising radiation source? (If yes, notify Radiation Safety Officer)		
Does the equipment generate excessive noise? (Ask the manufacturer to supply evidence that noise control has been incorporated into the design and manufacture e.g. a noise test report)		
Will the equipment generate fumes or excess heat / humidity? (Identify how this will be controlled)		
Are any other engineering controls required for safe operation? (For example, local exhaust ventilation, emergency stop controls)		
Does the equipment require registration with SafeWork NSW?		
Operation		
Who will ensure that there is a Safe Work Procedure for the equipment?		
Who will provide the training on use of equipment?		
What ongoing maintenance and servicing is needed?		
What waste routes are needed?		
How will equipment be disposed of?		
Installation *Consider whether your equipment has any special installation requirements. If you tick any of the boxes below or are unsure, refer to the Site, Services and Installation Checklist for more detail, including contacts for advice and assistance.*		
Who will install the equipment (e.g. Technical officer, FM contractor, Service technician)?		

☐ Special power (e.g. 3-phase power, hard-wired, transformer, back-up generator, power conditioning)
☐ Non-standard IT supply (e.g. new ports, high speed connectivity, data storage)
☐ Special plumbing, heating or cooling (e.g. cooling water, chiller, heat exchange, humidity/pressure control, improved air conditioning, drainage, cryogen supply)
☐ Additional gases (e.g. reticulation, gas monitor, gas dryers, helium recovery)
☐ Environmental control (e.g. mechanical ventilation, gas alarm, HEPA filter air, clean room, room interlocks, acoustic treatment)
☐ Special floor structure (e.g. reinforced floor, anti-vibration table)
☐ Additional fire services (e.g. gas suppression, Very Early Smoke Detection Apparatus (VESDA))
☐ Additional security measures (e.g. Cardax reader, CCTV)
☐ Special site requirements (e.g. clean room, shielded from electromagnetic interference)
☐ Special delivery and access measures (e.g. crane, scaffolding, forklift, pallet jack, removalists)

PART 3: Pre-purchase declaration					
Laboratory Manager/Space Manager/Technical Officer review					
I have reviewed this item and am satisfied that there is sufficient space and services in the lab					
Name:		**Signature:**		**Date:**	
Responsible person for the equipment					
I declare that all safety measures have been considered to the best of my knowledge					
Name:		**Signature:**		**Date:**	

PART 4: Post purchase declaration					
I declare that the item purchased meets the above safety requirements and all controls have been implemented					
Name:		**Signature:**		**Date:**	