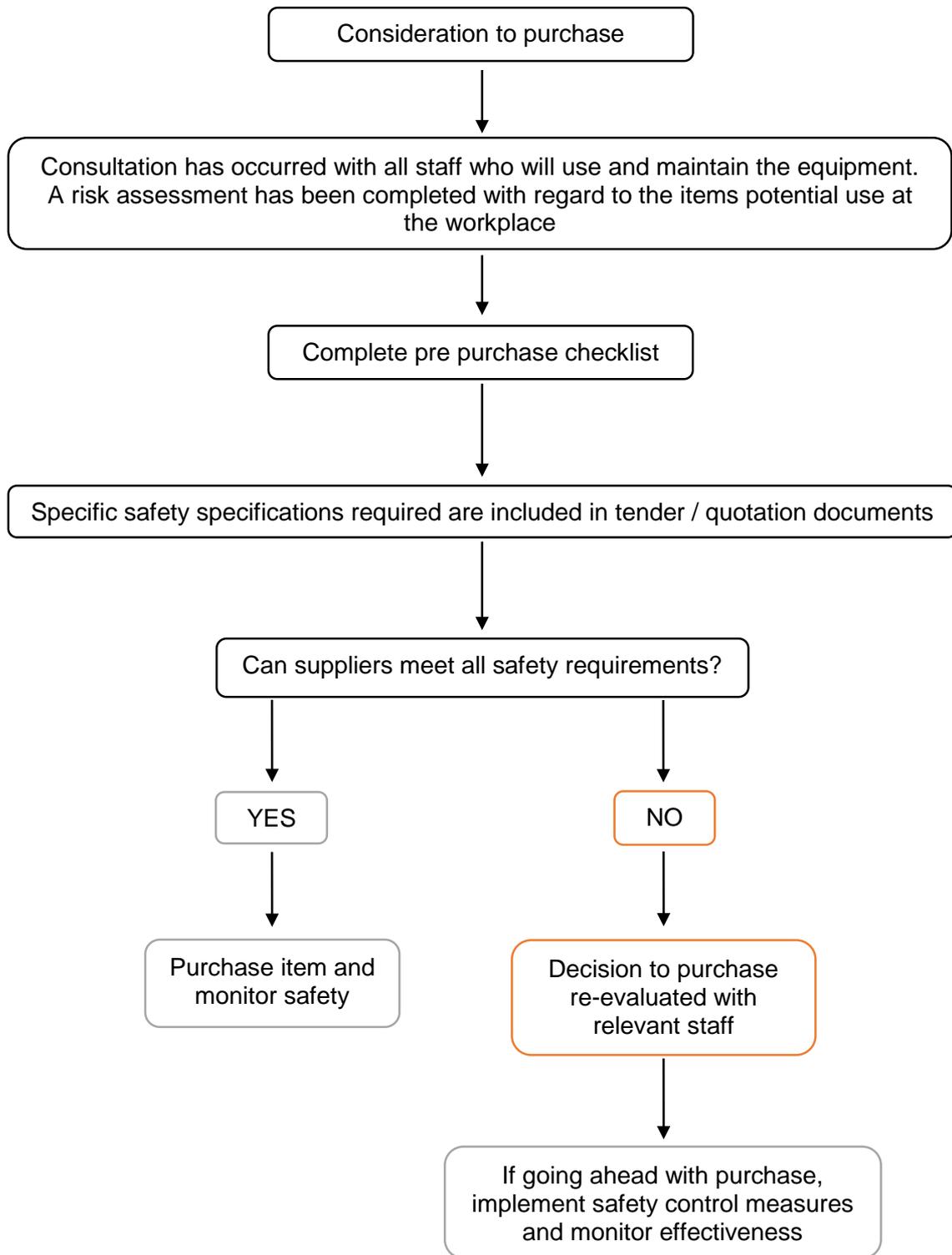


## PRE-PURCHASING PROCESS FLOWCHART



## PLANT PURCHASE CHECKLIST

Plant: \_\_\_\_\_ Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Health and Safety pre-purchase check	Required / Obtained / Considered		Comments
	Yes	No	
1. Technical data and operators' manual obtained			
2. Relevant Codes of Practice, Australian/New Zealand Standards etc.			
3. Operator licence, permit, certificate of competency, training or instructions			
4. Risk assessment conducted			
5. Plant has been trialled by operator/user or coordinator			
6. Noise dB(A) less than 85dB and vibration considered			
7. Manual handling, seating (ergonomic factors)			
8. Personal protective equipment and clothing			
9. Guarding, emergency stops, isolation systems			
10. Installation / Commissioning			
11. Storage, transportation and working space			
12. Safety signage			
13. Public safety			
14. Pinch-points			
15. Safe work practice (eg. safe work method statement)			
16. Safer alternative available			
17. Electrical item registered for testing/tagging			
18. Is the plant second hand? If so, is it safe to use?			
19. Other to be considered			