



Appendix 1 Plant Pre Purchase Checklist

This form must be used by sites when purchasing or acquiring plant to ensure it complies with WHS requirements and DECD specifications. If hazards are identified, a risk assessment is required. Refer to the Plant Management Procedure for more details

Description of Plant:	
Manufacturer	Model
Proposed Supplier	
Location/site	
Person requesting purchase	

1.	Have all legislative requirements including AS/NZS Standards that apply to this item been identified? If Yes list all applicable legislation, standards and codes of practice.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Does this item of plant require registration? (refer to Schedule 5, Part 2 - WHS Regulations 2012)	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Specify any special requirements for this item. (attach separately if required).	
4.	Are there licensing / registration requirements for the item and are permits to operate and / or operator certification required?	
	Who is responsible for obtaining these licenses or permits?	
5.	Has the supplier been asked to provide a risk assessment for this item? If not, what steps will be taken to remedy this oversight?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Does the risk assessment fit the intended use of this item?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Is there any emergency stop device, guarding, ergonomic requirements, noise or manual handling issues that need to be considered, assessed and addressed prior to purchase?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, provide details.	
8.	Are chemicals required as part of the operational requirements of the item? If yes, list all chemicals (eg. petrol, solvents, adhesives etc).	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, the SDS must be obtained and a risk assessment undertaken to determine the status of the chemical eg. dangerous / hazardous.	
9.	Has the worksite layout, access and storage requirements been considered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Has the supplier been requested in writing to provide instruction / operator / user manuals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If not, what steps will be taken to remedy this oversight?	
11.	What training or competency standard is required for workers or others to safely use this item?	
	Will the supplier provide this training to workers or others?	<input type="checkbox"/> Yes <input type="checkbox"/> No

	If the supplier is unable to provide training, who will provide this training to workers or others?	
12.	Does this item require a formal construction, erection, installation and / or commission process?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	What parties will be involved with this process?	
13.	Will the item require regular inspection, maintenance, calibration or testing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Will the supplier provide the inspection, maintenance, calibration or testing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If the supplier is unable to provide this service, who will provide this service for this item?	
14.	Are spare parts readily available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, list the name of the supplier. If not, provide details of where spare parts can be obtained.	
15.	If the item breaks down, will the supplier provide an emergency breakdown service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, document what arrangements have been agreed to. If not, alternative arrangements need to be included in the procurement process.	
16.	How long is the warranty period for this item? Document the warranty requirements.	
17.	Does this item require specialised emergency procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, who will be responsible for developing and implementing these?	
18.	Has consultation occurred with workers and others who are required to use the item?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, detail how consultation has occurred. If not, what steps will be taken to ensure consultation has occurred.	
		Date
Site Manager		
Users of the plant		
HSR		
WHS Committee		
Other		

PURCHASE APPROVAL

Authorising Delegate	Signature	Date
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