

HS663a Pre Purchasing Checklist for Plant and Equipment



[Reference HS316: Purchasing Guidelines](#)

This form can be used to assist consider 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 and details about who completed the form

Proposed Equipment to be purchased:

Form completed by:

Date:

Part 2: Checklist Pre purchase Health and Safety requirements

Questions	Yes	No	Comment
Is the proposed equipment designed and manufactured to an Australian (or equivalent) standard?			
Has the manufacturer / supplier provided safety information?			
Is the equipment guarded so that access to moving parts is prevented /minimised during its operation?			
Does the equipment generate excessive noise? Has the manufacturer been asked to supply evidence that noise control has been incorporated into the design and manufacture (e.g. noise test report is available, if applicable)?			
Does the equipment contain a Class 3 or 4 Laser? If yes refer to HS712 Laser Safety Guidelines			
Does the equipment contain a radioactive source? If yes refer to HS601 Radiation Procedure (Ionizing)			
Do items on this order need to be electrically tagged and tested on receipt or do they need a 'New to Service' tag?			
Is a contractor required for installation or servicing of this equipment? If yes has the contractor been assessed for H&S competencies and who will induct? Refer to HS801 Contractor Safety Management guidelines .			
Do electrical items require 230/240V? Is a transformer required?			
Is a suitable location available for this equipment? Are any additional services required?			
Will the equipment generate fumes or excess heat / humidity?			
What manual handling or ergonomic issues need to be considered e.g. is a forklift required? Pallet-Jack? Accessing the equipment? Have the risks of introducing this equipment been assessed?			
Are any other engineering controls required in order for this equipment to operate safely e.g. suitable base to minimise vibration, local exhaust ventilation, emergency stop controls?			
Is any certification/licence required (e.g. NATA testing for Laminar Flow Cabinets)?			
Has the equipment been added to the Inspection, testing and monitoring schedule (where necessary e.g. if it requires any of these at set frequencies)? ➤ Have arrangements been made for ongoing servicing / maintenance?			
Is an SWP required? If an existing SWP exists has it been read and understood? Does it include provision for disposal of waste generated by the equipment if applicable?			
Is training required to ensure safe use?			
Who will provide the training?			

Part 3: Post Purchase Declaration

I declare that the item purchased meets the above safety requirements and all controls have been implemented

Name:

Signature:

Date: