

EQUIPMENT PRE-PURCHASE CHECKLIST

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Purchasing and Safety Procedure

The academic supervisor, laboratory manager, technical director and, where required, Plant Operations – Design & Construction department, must be consulted in completing this form. This form can be expanded electronically or extra information (e.g. photos) attached. The equivalent of this form may be integrated into local purchasing practices. The completed form may be used for repeat purchases and reviewed when required.

Department:	Person requesting purchase:	Date:
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Description of item

Equipment cost: <\$5,000 \$5,000 - \$19,999 \$20,000 - \$99,999 \$100,000 or more

Name of equipment:

Manufacturer/Make/Model:

Description of equipment and use: Mobile (e.g. forklift) Portable Stationary / fixed

To be located at: Building: Room Number:

Installer (if applicable):

Training provided by manufacturer/installer: Yes No

Use of hazardous chemicals with the equipment

Are hazardous chemicals used with the equipment (refer to Safety Data Sheets)? Yes No

If **yes**, use the SDS or Chemwatch to determine whether the chemicals are flammable, corrosive, or toxic.

Permit Requirements

Are there any licensing requirements associated with ownership or operation of the equipment? Yes No

E.g.: Ionizing radiation, Biosafety, Laser, X-ray, Cannabis

Are licenses obtained and displayed? Yes No Permit #:

Work environment in which plant or equipment is to be installed or used

- Adequate space clearance for safe operation and maintenance
- Workplace layout, access and storage
- Manual handling or ergonomic requirements
- Safety signage requirements
- Protective equipment or clothing (PPE)
- Any **noise** problems (annoyance or > 85 dBA)?

Comments:

