



Asset and Equipment Purchase Checklist

The Asset and Equipment Purchase Checklist is to be completed, signed and dated by the person requesting the purchase, then continues through the approval process as noted in the form.

Completion of this checklist assists in identifying and evaluating any potential issues associated with the purchase of assets and equipment. These include possible WHS&E and Financial issues prior to placing a purchase order through to the completion of the purchase and the updating of associated SWMS, procedures, Asset register etc.

PART 1 – General Details

Fill out all the boxes below and add attachments if required.

Name of Proposed Purchase Item:

Has this item been purchased previously and a previous Asset and Equipment purchase Checklist completed:

Supplies Name:

Contact Details:

List Proposed benefits/reasons for purchase

1.	4.
2.	5.
3.	6.



PART 2- Financial requirements

The following issues may need to be considered regarding the financial requirements.

Q1. Has this Item been planned for in the current budget?

If **No** go to Question 2

If **Yes** add some comments below

Comments:

Q2. If No – Explain reasons for Purchase

Q3. Have quotations been acquired for this item and similar items

Information (quotes, emails etc) and file location (eg. CSCS Finance/ Purchasing/Purchasing Checklist/ Campus NAME)

Q4. Life Expectancy of the Item

Years

Cost codes to Be Used

FUND	ORG	ACC	PROG
T108			

Quick reference guide		
ORG	6227	CSCS Residential Cleaning
	6228	CSCS Facilities Cleaning
	6229	CSCS Facilities Maintenance
	6218	CSCS Corporate Services
	6219	CSCS External Clients
	502	CSCS Residential Maintenance
	504	CSCS Laundry
ACC	431	Minor Equipment (Under \$1000 value)
	427	Plant and Equipment (over \$1000 value)
	Other	Specify – refer FOM if unsure
PROG	S183	Albury
	S184	Bathurst
	S185	Dubbo
	S186	Orange
	S187	Wagga Wagga
	S203	Canberra
	S204	Port Macquarie
	0000	Corporate



PART 3 – Work Procedures

There are issues that may need to be implemented/amended as a result of the purchase of certain types of equipment or materials.

Q 5 - Are there Work Procedures which need amendment or implementation?

If **No** go to Question 6

If **Yes** select from or add to List below

Work Procedure etc.	Yes/ No	Actions to be taken:
Establishment of new SWMS		
Establishment of new Work Instruction		
Establishment of new Procedure		
Amendment to an existing SWMS		
Amendment to an existing Work Instruction		
Amendment of an existing Procedure		

Other – Please specify

Responsible Person:

PART 4 – Training requirements

Training may be required and records updated – Please complete the following information for training requirements.

Q6 - Are there new or amended Training Requirements as a result of this purchase?

If **No** go to Question 7

If **Yes** select from or add to List below

Training requirements	Details
What training is required ?	
Who is to trained?	
How will training be provided ?	
When will training be provided?	

Responsible person:



PART 5 – General Safety requirements

The following issues may need to be considered regarding the general safety requirements. Please complete the following information for general safety requirements.

Q7 - Are there new General Safety requirements needed?

If **No** go to Question 8
 If **Yes** select from or add to List below

General Safety Requirements	Yes/ No
Revision of Dangerous Goods manifest	
Labelling and Packeting (Size, weight , type)	
Storage with or near other materials	
Access to Safety Data Sheets (SDS)	
Monitoring of the workplace for radiation, dust, noise, heat/ cold, vibration, Lighting levels	
Employee health assessment and examinations	
Specialised first-aid equipment or training	
Special spill/clean up equipment or training	
Special fire protection/ emergency requirements	
PPE: Face/eye protection, Hearing protection, Respirators, Head Protection, Gloves, Clothing and overalls, Harnesses	
Guarding/ emergency stops/ safety devices	
Ergonomics and seating	
Workplace layout/ access and storage	
Safety signage	
Instructions manuals and information	
Leakage/spillage	

Other – Please specify

Details:

Responsible Person:



PART 6 – Specific Requirements Of Legislation Or Australian Standards

The purchased item will need to comply with specific requirements of Legislation or Australian standards.

Q 8– Does this item comply with Australian Standards?

If No -THIS ITEM CANNOT BE PURCHASED

(Please discuss with Zone Manager)

If Yes select from or add to List below

Legislation Requirements	Yes/ No	Indicate the Act, Code or Austn. Standard:
Manual handling legislation		
Plant safety legislation		
Operator Licence, permit, certificate of competency		
Registration of plant & equipment		
Public safety legislation		
Dangerous goods legislation		
Noise legislation		
Guarding/ emergency stops/ safety devices		
Ergonomics and seating		
Workplace layout, access and storage		
Safety signage		
Instructions manuals, information about safe use		
Training for those who will install, use and maintain		
Relevant Australian standards (AS number)		

Date verified:

Responsible Person verifying:



PART 7 – Consultation Requirements

Consultation may be required with some or all of the following WHS & E prior to purchase.

Q9 - Is there consultation required prior to the purchase of this item?

If **No** go to Question 10
If **Yes** select from or add to List below

General consultation requirements	Yes/ No
WH & S Committee	
CSCS Management Team	
Employee Health and safety Representatives	
Management of the intended use area	
Employees who will use the equipment or item	
Those who will maintain or clean the item	
Contractors	
Clients	

Other – Please specify

Date completed:

Responsible Person:



PART 8 – Waste Disposal Requirements

The following issues may need to be considered regarding the disposal of waste and/or by products. If yes indicate who will obtain the information needed and verify that it has been received.

Q10 - Are there Waste disposal requirement for this item?

If **No** go to next page
 If **Yes** select from or add to List below

Waste disposal requirements	Yes/ No
Revision of waste management plan	
EPA Licences or special requirements	
Environmental Impact statements	
Environmental effect of discharges	
Governmental requirements	

Other – Please specify

Details:

Responsible Person:



Acknowledgement And Authorisation

LEVEL 1

I have completed the above Asset and equipment purchase checklist and now submit the request for the goods to be purchased as per the CSCS Procurement Procedure.

SUPERVISOR

Name:	Signature:	Date
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LEVEL 2

I have followed the CSCS Procurement Procedure and have read and agree with the above Completed Asset and equipment purchase checklist and authorise the purchase to proceed.

ZONE MANAGER

Name:	Signature:	Date
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LEVEL 3

I have followed the CSCS Procurement Procedure and have read and agree with the above completed Asset and equipment purchase checklist and authorise the purchase to be paid.

FINAL APPROVAL BY FINANCE MANAGER

Name:	Signature:	Date
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CSCS Procurement

Enter purchasing details as noted below and organise asset details to be assigned and registers updated.

Unimarket Order Number:

If not purchased through Unimarket, give reasons:

If Credit card, Purchased by:

Receipt / Invoice number:

Goods Rec'd Date:

Test N Tag Working Order no:
(If required)

CSCS Asset Number

Register Updated and Purchase complete

Name:	Signature:	Date