

## PURCHASE CHECKLIST

<b>Description of Item(s) to be Purchased:</b>			
<b>Suggested Supplier:</b>			
<b>Person Requesting the Purchase:</b>		<b>Date:</b>	

This document can be used to confirm that the health, safety, environmental and quality requirements have been considered prior to purchasing equipment or materials.

All items are to be completed by the person requesting the purchase and checked by the person authorising the purchase.

This form may be used for any hazard or issue.

Please complete this form and forward to the appropriate person/s.



# SAMPLE

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### General Requirements

The purchased item must comply with specific requirements of legislation or Australian Standards.

If "Yes" indicate the item complies with the relevant Australian Standard etc. and state any relevant compliance.

<b>Has Purchaser Health and Safety Considerations</b>	<b>Has it Passed</b>	<b>Indicates Following the use of this</b>

Pre-Purchase Health and Safety Considerations	Tick if Required			Verification Following Receipt of Order
Plant safety legislation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Operator Licence, permit, certificate of competency	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Registration of plant and equipment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Public safety legislation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	



# SAMPLE

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## Special Health, Safety, Environmental & Quality Requirements

The following items may need to be considered regarding the purchase of certain types of equipment or material.

If 'Yes' indicate you will supply the information requested and verify that it has been received.

Location of dangerous goods stored	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Labelling and marking (date, weight, type etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Storage with or near other materials	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Access to safety data sheets (SDS)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Additional ventilation required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Additional measures for spillage required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Has assessment completed on the product	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Marking verification on	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Material	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Size	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Weight	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	

Pre-Purchase Health and Safety Considerations	Tick if Required			Verification Following Receipt of Order
Vapours	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Heat/cold	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Vibrations	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Lighting levels	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	



# SAMPLE

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## Waste Storage Requirements

The following items may need to be considered regarding the storage of waste under the products.

If "Yes" indicates you will store the information requested and verify that it has been received.

Location of waste management plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Are there any special requirements	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Environmental impact statement	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Environmental effect of the storage site	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Is	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Waste	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Land	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Water	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Proximity effect to an neighbouring premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	

Pre-Purchase Health and Safety Considerations	Tick if Required	Verification Following Receipt of Order
<div data-bbox="150 365 424 719"></div> <div data-bbox="459 434 1437 607"><h1>SAMPLE</h1></div> <div data-bbox="459 622 1437 710"><p>ORDER NOW AND GET FULL ACCESS</p></div>		
Person Authorising the Purchase:		Signature: