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|  | TRACK-BOUND EQUIPMENT PROCUREMENTCHECKLIST |

INSTRUCTIONS

* 1. **Part A** - SELECT to complete, marking ‘YES’ or ‘NO’ for the ‘Asset Administration Requirements’; noting the required Specific Additions/Accessories; and listing/amending the Australian Regulations and Standards.
	2. **Part C** - SELECT to mark or add what additional items are required in appropriate column.
	3. **Part B + Part C** - SUPPLIER to mark the Supplier column, confirming that the asset being provided will conform to the requested specification. Any ‘NO’ or ‘N/A’ responses must be noted with a reason in the comments section below.
	4. **Part D** - SUPPLIER to complete the Supplier column. Any ‘NO’ or ‘N/A’ responses must be noted with a reason in the comments section below.
	5. **Part E** - SUPPLIER to sign the Supplier Acknowledgement and return the form to SELECT.
	6. SUPPLIER to provide a formal quotation, ensuring that the following items are included:
		+ 1. A statement of assurance that the asset conforms to the requested specifications, regulations and standards.
			2. Delivery price
			3. Familiarisation training
			4. Lead time advice
			5. Registration costs if applicable
	7. Prior to signing the sales contract and/or delivery acceptance paperwork, SELECT must complete the “SELECT Confirmed” column and sign the SELECT Representative Specification Review box.

PART A

|  |
| --- |
| SUPPLIER DETAILS |
| Supplier Name |  |
| Address |  |
| Contact No. |  |
| **ASSET DETAILS** |
| Make |  |
| Model |  |
| Description |  |

|  |  |  |
| --- | --- | --- |
| QUANTITY | ASSET | ASSET ADMINISTRATION REQUIREMENTS TO BE SUPPLIED WITH ASSET |
|  |  | **YES** | **NO** |
|  |  |[ ] [ ]
|  |  |[ ] [ ]
|  |  |[ ] [ ]
|  |  |[ ] [ ]
|  |  |[ ] [ ]
| **SPECIFIC ADDITIONS/ACCESSORIES -** Ensure the quote includes the following items: |
|  |

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| REGULATIONS AND STANDARDS - Ensure the asset meets the following standards and regulations: |
|  |

This section of the checklist outlines minimum requirements, which are mandatory.
Respond to each requirement below by placing a cross (x) in the most relevant box.

|  |  |  |
| --- | --- | --- |
| PART B – SELECT MINIMUM REQUIREMENTS [Mandatory] | SUPPLIER | SELECTConfirmed |
|  | **YES** | **NO** |  |
| Enclosed, sealed, air conditioned cabin |[ ] [ ] [ ]
| Fire extinguisher minimum 4.5kg dry chemical (class ABE) and tested / tagged Size \_\_\_\_\_\_kg A small extinguisher minimum 1kg dry chemical (class ABE) located in cabin and identification decal on door |[ ] [ ] [ ]
| Flashing amber beacon  |[ ] [ ] [ ]
| Lockable battery isolation switch c/w identification decal |[ ] [ ] [ ]
|  Emergency stop (with decal) – inside or outside machine as appropriate |[ ] [ ] [ ]
|  Guarding (engine, rotary parts, heat shields, sound cladding) |[ ] [ ] [ ]
| Safety signage/decals in place for SWL, access/pinch points, warnings, emergency, etc. |[ ] [ ] [ ]
| Dust suppression system installed where relevant (i.e. regulator) |[ ] [ ] [ ]
| Handrails, lifelines or harness points on decks where personnel access as required |[ ] [ ] [ ]
| Safe access onto machines (three points of contact) |[ ] [ ] [ ]
| Seatbelt fitted  |[ ] [ ] [ ]
| UHF Radio and Aerial |[ ] [ ] [ ]
| Steel wheel chocks with secure carrying mounts  |[ ] [ ] [ ]
| Rated lifting point/s c/w identification decal  |[ ] [ ] [ ]
| Asset identification stickers |[ ] [ ] [ ]
| Rail Safety Equipment: 12no dets (in date) in lockable box, 3no shortening clips in sealed bags, 2no torches, batteries, 3no red and 2no green flags. |[ ] [ ] [ ]
| Horn appropriate for the working conditions (i.e. loud enough to be heard out on the track or other working area) |[ ] [ ] [ ]
| TOC or registration details in cabin to advise operator of track speeds and operating conditions |[ ] [ ] [ ]

For any questions answered “NO” , note the reason/s below:

|  |
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| COMMENTS |
|  |

This section of the checklist outlines SELECTS additional requirements as stipulated by the project and/or client. Respond to each requirement below by placing a cross (x) in the most relevant box.

|  |  |  |  |
| --- | --- | --- | --- |
|  PART C – ADDITIONAL REQUIREMENTS (Stipulated by project / client) | REQUIREDSELECT to complete | SUPPLIER | SELECTConfirmed |
|  |  | **YES** | **NO** |  |
| Laing O’Rourke company livery |[ ] [ ] [ ] [ ]
| Hi mounted tail lights  |[ ] [ ] [ ] [ ]
| Working lights (LED) |[ ] [ ] [ ] [ ]
| Reverse lights |[ ] [ ] [ ] [ ]
| Spill kit |[ ] [ ] [ ] [ ]
| Tool box |[ ] [ ] [ ] [ ]
| Reverse camera |[ ] [ ] [ ] [ ]
| VHF radio (project specific) |[ ] [ ] [ ] [ ]
| Hazard / proximity detection systems or anti-collision system |[ ] [ ] [ ] [ ]
| Window tint |[ ] [ ] [ ] [ ]
| Call signs  **High Vis** [ ]  **Standard NRD**  [ ]  |[ ] [ ] [ ] [ ]
| Fire suppression system |[ ] [ ] [ ] [ ]
| Automatic greasing system |[ ] [ ] [ ] [ ]
| First aid kit |[ ] [ ] [ ] [ ]

Additional requirements stipulated by the project and / or client should be placed in the section below (requirements added by SELECT representative/s).

|  |  |  |  |
| --- | --- | --- | --- |
| ADDITIONAL REQUIREMENTS (Stipulated by project / client) | REQUIREDSELECT to complete | SUPPLIER | SELECTConfirmed |
|  |  | **YES** | **NO** |  |
|  |[ ] [ ] [ ] [ ]
|  |[ ] [ ] [ ] [ ]
|  |[ ] [ ] [ ] [ ]
|  |[ ] [ ] [ ] [ ]
|  |[ ] [ ] [ ] [ ]
|  |[ ] [ ] [ ] [ ]

This section of the checklist asked specific questions associated with the plant / equipment category being assessed. Respond to each question below by placing a cross (x) in the most relevant box and providing additional information where requested.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref. No. |  PART D – PLANT / EQUIPMENT QUESTIONS | YES | NO | SELECTConfirmed |
| 1 | Plant conforms to relevant WHS Act/Regulations and Australian Standards  |[ ] [ ] [ ]
| 2 | All safety devices clearly and adequately stickered? (e.g. isolator) |[ ] [ ] [ ]
| 3 | Safety devices not concealed and free of obstruction?  |[ ] [ ] [ ]
| 4 | Operator controls and accessories ergonomically designed? |[ ] [ ] [ ]
| 5 | Warning signage fixed as necessary to the equipment and guarding? (e.g. keep clear moving parts, etc.) |[ ] [ ] [ ]
| 6 | Provisions made available for electrical isolation? (e.g. isolator fitted) |[ ] [ ] [ ]
| 7 | ‘Working at heights’ areas fitted with hard barricading or fall arrest system? |[ ] [ ] [ ]
| 8 | Lockable hatches & interlocks fitted?  |[ ] [ ] [ ]
| 9 | Fixed guarding requirements have been conformed to? |[ ] [ ] [ ]
| 10 | All moving engine parts are guarded through a lockable door and/or limit switch/s and/or guarding over parts, mitigating operator exposure to moving parts? |[ ] [ ] [ ]
| List plant protective guarding: |
| 11 | Measures in place to prevent parts of the body, hair or clothing becoming entangled during preventative maintenance or repair?  |[ ] [ ] [ ]
| 12 | Measures in place to mitigate stored energy exposure during preventative maintenance or repair? |[ ] [ ] [ ]
| 13 | Hot parts of equipment have been identified and risk assessed? (e.g. exhaust, etc.) |[ ] [ ] [ ]
| 14 | All dangerous/hazardous substances associated with equipment identified and risk assessed?  |[ ] [ ] [ ]
| 15 | Safety Data Sheets (SDS) supplied?  |[ ] [ ] [ ]
| 16 | Suitable stowage locations? (e.g. cab: operator manual, documents, etc.) |[ ] [ ] [ ]

PART E

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| SUPPLIER ACKNOWLEDGEMENT |
| SUPPLIER CONTACT |  |
| POSITION / ROLE |  |
| SIGNATURE |  | **DATE** |  |

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| --- |
| SELECT REPRESENTATIVE SPECIFICATION REVIEW |
| SUPPLIER CONTACT |  |
| POSITION / ROLE |  |
| SIGNATURE |  | **DATE** |  |