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| **Disposal or Transfer of Plant / Equipment - WHS Checklist** |

*This checklist is to be used when transferring ownership or for disposal. A copy must be provided to the purchaser/receiver of the plant and a copy retained by the College/Portfolio concerned.*

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| --- | --- | --- | --- |
| **Location/site** |  | | |
| **Plant Description** |  | **Serial No.** |  |
| **Manufacturer** |  | **Model** |  |
| **Is plant Registered**1 |  | **Registration No.** |  |

***1 If plant is registered you must notify the Regulator of plant disposal or transfer, including registration number***

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| **Disposal Method** |

**Transfer of ownership/ management** (*Fill out Section 1a and 2*)

**Decommission, disposal and/or scrap/spare parts** (*Fill out Section 1b and 2*).

| **Section 1 - Requirements** | **Completed (Yes / No)**  **Comments** |
| --- | --- |
| **1a. Transfer of Ownership / Management of plant or equipment** | |
| Ensure that plant is in a safe state to load, transport, unload and store. Any plant safety issues must be made clear to the new owner. Where relevant, plant must be decontaminated and not contain any hazardous materials prior to supply. |  |
| Information relating to the plant design, registration, installation, operation, modification and maintenance details must be provided with the plant to the reseller or buyer. |  |
| Ensure the **‘*condition of acceptance of plant*’** section of this form is completed and signed by the receiver of plant. |  |
| **1b. Decommission, disposal &/or scrap/spare parts** | |
| Ensure plant can be made safe to load, transport, unload and dispose of, including where relevant the plant must be decontaminated and must not contain any hazardous materials before being sent off site. |  |
| Inform the person you are supplying that the plant is being supplied as scrap or spare parts (either in writing or marking the plant item) and that in its current form is NOT to be used as plant. |  |
| Ensure the **‘*condition of acceptance of plant*’**section of thisform is completed and signed by the receiver of plant. |  |

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| **Section 2 - Documentation** |
| The following documentation must be provided to the purchaser/receiver of the plant (except where plant is to be disposed of directly by the University).   * Plant design, registration, installation, details of any modifications, operation instructions/manual, maintenance records, Risk Assessment(s), Safe Work Procedures. * *Condition of Acceptance of Plant* section of thisform **signed by the receiver of the plant and must be retained by the College/Portfolio.** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name *(person completing the checklist)* | Signature | Date |

|  |  |  |
| --- | --- | --- |
| Disposal of plant approved Yes  No | | |
|  |  |  |
| Name *(Authorised Person)* | Signature | Date |

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| --- | --- |
| **Condition of Acceptance of Plant** | ***NOTE:*** *This form is to be used when disposing plant by transfer ownership / management or decommissioning. A copy must be provided to the receiver of the plant. The receiver of plant must complete this form and return it to the Flinders University College/Portfolio. The College/Portfolio must retain a copy with records of disposal.* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Plant Description** |  | **Manufacturer** |  |
| **Model** |  | **Serial No.** |  |
| **Is plant Registered1** |  | **Obsolete Registration No.** |  |
| **College/Portfolio** |  | **University Contact person** |  |

***1 If plant is registered you must notify the Regulator of plant disposal or transfer, including registration number.***

**This plant is supplied subject to the acceptance of the following conditions:**

1. The plant does not/may not comply with Work Health and Safety Regulations, relevant Australian/New Zealand Standards or other requirements.
2. Responsibility for this plant in regard to compliance, operation or repair becomes the responsibility of the person/s receiving the plant.

• There is no warranty associated with the item offered for sale, trade-in, donation or transfer.

• Flinders University will not admit any claims on the grounds of defective plant.

• The offer of the plant for sale, trade-in, donation or transfer is not an indication of its 'fitness for purpose'.

• The College/Portfolio has provided the receiver of plant with a copy of a *Disposal or Transfer of Plant / Equipment - WHS Checklist* along with associated documentation which identifies hazards that the College/Portfolio is aware of relating to this plant.

1. The receiver of plant shall have no claim on Flinders University for defects, deficiencies or any other liability after the items are accepted by the person/s receiving the plant which is by virtue of any payment of the amount due.
2. If plant is intended for salvage the plant must not be placed in service in the form in which it is supplied.
3. The plant shall be at the risk of the purchaser from the date of any payment of the sum due.

*The receiver of the plant must complete the details below and return a copy to the Flinders University College/Portfolio concerned.*

**The receiver of plant accepts the conditions for the purchase, trade-in, transfer, donation or salvage of the plant described above:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company name** |  | **ABN** |  |
| **Contact person** |  | **Position** |  |
| **Address** |  | **Telephone** |  |
| **Email** |  | | |
| **Signature** |  | **Date** |  |