



Process Flow Chart Purchasing (20)

038T
(October 2022)

Task	Process	Resource	Links
If replacing an item with the same item, then pre-purchase checklist or risk assessment are not required			
Plant that is hired/leased ensure it has undergone relevant inspections and manufacturer's information is provided			
If receiving donated goods undertake visual inspection, ensure they are fit for purpose and comply with legislative standards			Risk Assessment Template (004F)
If purchasing second hand plant/equipment obtain information in writing from supplier regarding condition of plant/equipment, and conduct a risk assessment			Risk Assessment Template (004F)
Purchase of Tools/Equipment, Hazardous Chemicals, or Office Furniture require the completion of a pre-purchase checklist			Pre-purchase Checklist (046F)
New electrical equipment is to be affixed with a New to Service tag until testing and tagging occur			Electrical New to Service Sticker (020F)

Delivered goods are verified and assessed to ensure they meet WHS specifications					
--	--	--	--	--	--