

Converting a Sale Risk Assessment (machine transfer)

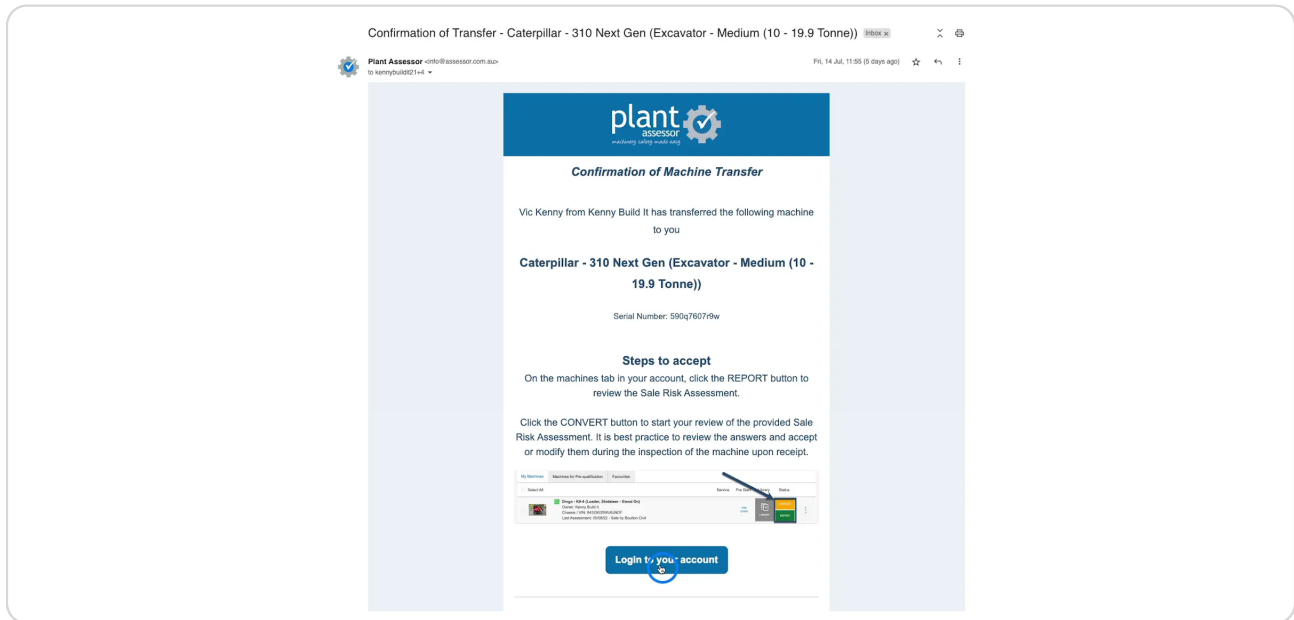
If you have recently purchased a machine and it has been transferred into your Plant Assessor account, there are a few steps to follow in order to accept the machine for ongoing management.

6 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
Plant Assessor	July 19, 2023	July 19, 2023

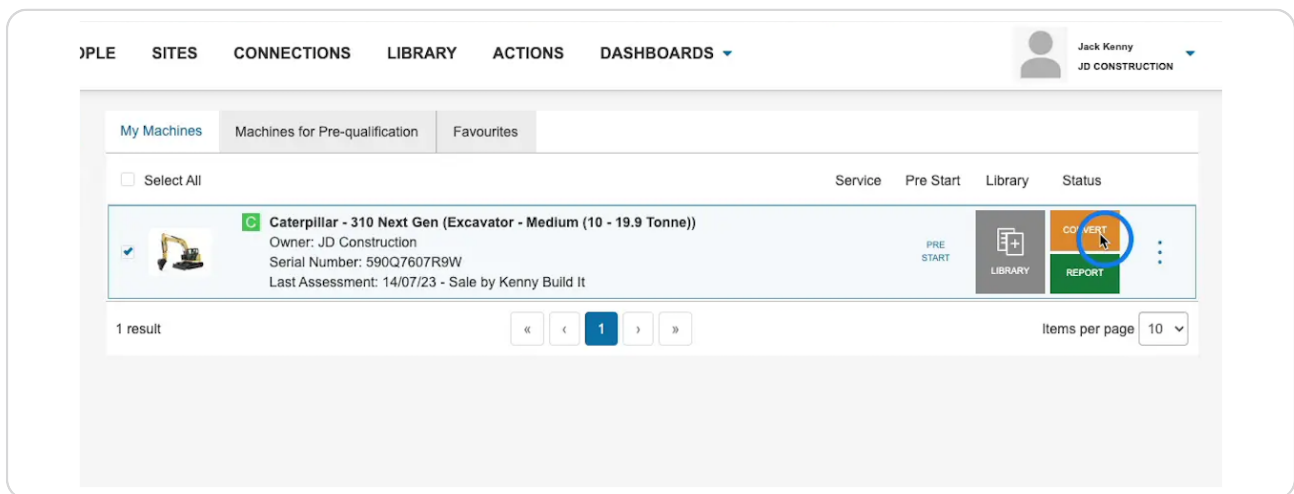
STEP 1

Once you receive the confirmation email that the machine has been transferred to you, login to your Plant Assessor account.



STEP 2

It is best practice to review the answers of the provided Sale Risk Assessment and accept or modify them during the inspection of the machine upon receipt. Once you are ready to perform the inspection, click CONVERT.



STEP 3

Ensure that the purpose you select is correct for the type of assessment you would like it converted. In this instance, we are selecting Plant in Use.

Convert Assessment Caterpillar - 310 Next Gen (Excavator - Medium (10 - 19.9 Tonne)) Serial Number: 590Q7607R9W [Incomplete]

1. MACHINE DETAILS | **2. ASSESSMENT PURPOSE** | 3. MACHINE SPECIFICATIONS | 4. MACHINE EXTRAS | 5. ASSESSMENT QUESTIONS | 6. ASSESSMENT NOTES | 7. ACTIONS AND REPORTS

Purpose * ✓
Hire
Plant in Use (circled in blue)
Plant in Use - RMS
State *
Plant in use - Road Rail
Created By
Sale
Sale - Road Rail
Assessor *
Site Acceptance Checklist
Trade in
Assistant Assessor(s)

Parts / Scrap

! The following fields will be locked and cannot be changed after this point - Purpose, State, Parts/Scrap
To create a paper copy assessment click Print Survey. To complete online, click Next.

STEP 4

Follow the assessment prompts until you reach the questions tab. Here you can view the answers that the previous assessor marked, and update them according to the condition of the received machine.

Plant in use Caterpillar - 310 Next Gen (Excavator - Medium (10 - 19.9 Tonne)) Serial Number: 590Q7607R9W [Open] 21342 20230719-1200

1. MACHINE DETAILS | 2. ASSESSMENT PURPOSE | 3. MACHINE SPECIFICATIONS | 4. MACHINE EXTRAS | **5. ASSESSMENT QUESTIONS** | 6. ASSESSMENT NOTES | 7. ACTIONS AND REPORTS

Please answer every question, questions must be answered honestly
Comments can be added by clicking the pencil to the right of the question
Photos can be added by clicking 'Add Photo' at the bottom of each question section
Once all questions are answered please click Next

Section	Status	Yes	No	N/A	Action
Information	COMPLETE	✓	✗	N/A	✎
Cabin/Work Area	COMPLETE	✓	✗	N/A	✎
Controls	COMPLETE	✓	✗	N/A	✎
Operator Protective Guards	COMPLETE	✓	✗	N/A	✎
PPE	COMPLETE	✓	✗	N/A	✎
Does this item of plant have a hazard warning label attached adjacent the operator work area re: wearing of hearing protection? [Answer N/A if the SPL(sound pressure level) is less than 85 dB(A) at the operator work area]		● (circled in blue)	○	○	✎
Does this item of plant have hazard warning labels attached which are visible to bystanders from a distance of 10m re: wearing of hearing protection? [Answer N/A if the SPL(sound pressure level) is less than 85 dB(A) at a distance of 6m]		○	○	○	✎

ADD PHOTO

STEP 5

At the end you will receive a list of corrective actions that need to be completed in order to ensure the machine is compliant. You can assign/manage all actions from this screen.

Plant in use
Caterpillar - 310 Next Gen (Excavator - Medium (10 - 19.9 Tonne))
Serial Number: 590Q7607R9W
21342 20230719-1200 [Open]

1. MACHINE DETAILS | 2. ASSESSMENT PURPOSE | 3. MACHINE SPECIFICATIONS | 4. MACHINE EXTRAS | 5. ASSESSMENT QUESTIONS | 6. ASSESSMENT NOTES | 7. ACTIONS AND REPORTS

Actions can be -

- Closed out by clicking in the box at the far right of any action then clicking Save
- Assigned to fellow users by choosing user from assigned to drop down box and clicking Save
- Brought forward or put back by adjusting the date in the revised due date column and clicking Save
- Marked as not required by clicking in the box second from the right and clicking Save (an explanation comment is mandatory if this option is selected)

Print Reports or Order Safety Labels by clicking the blue buttons below

ACTION REQUIRED	DUE DATE	ASSIGNED TO	STATUS	REVISED DUE DATE	NOT REQ'D	COMPLETE
Fit label warning of crush hazard adjacent to front blade each side. (Plant Assessor Label #0045L & #0045R or #0045LA & #0045RA)	18/08/23	Jack Kenny	PENDING	dd/mm/yyyy	<input type="checkbox"/>	<input type="checkbox"/>
Affix warning labels stating that the engine guards must not be opened unless the engine is not running and moving parts have stopped. (Plant Assessor Label #0010, Plant Assessor label #0010A for handheld tools)	18/08/23		PENDING	dd/mm/yyyy	<input type="checkbox"/>	<input type="checkbox"/>
Install appropriate fire extinguisher and implement an inspection regime as per AS 1851	26/07/23		PENDING	dd/mm/yyyy	<input type="checkbox"/>	<input type="checkbox"/>

SAFETY LABELS FORM | ORDER SAFETY LABELS | OUTSTANDING ACTIONS REPORT | ASSESSMENT REPORT

SAFE OPERATING PROCEDURES

STEP 6

Once completed the machine's assessment report will be updated to the purpose set. Outstanding actions can also be revisited by clicking the red Actions button.

MACHINES | PEOPLE | SITES | CONNECTIONS | LIBRARY | ACTIONS | DASHBOARDS

Jack Kenny
JD CONSTRUCTION

My Machines | Machines for Pre-qualification | Favourites

Select All | Service | Pre Start | Library | Status

Caterpillar - 310 Next Gen (Excavator - Medium (10 - 19.9 Tonne))
Owner: JD Construction
Serial Number: 590Q7607R9W
Last Assessment: Today at 12:00 - Plant in use by Jack Kenny

PRE START | LIBRARY | ACTIONS | REPORT

1 result | Items per page 10

