

### **Guide Checklist for Engineers Visiting your Site**

	<b><u>Action to take</u></b>	Tick
1.	See a copy of their insurances. Buildings and liability Insurance.	
2.	Evidence of licenses for equipment use e.g. Forklift Truck license.	
3.	Ask for a copy of their Risk Assessment and Method Statement, this must be site specific not a generic template.	
4.	Makes sure you are clear who's responsibility it is for isolating the power and services to the machine.	
5.	Make sure there is a clear plan for the route out of the factory for the machine so that it doesn't interfere with production or create risk for the people involved in moving the machine.	
6.	Make sure there is a clear plan for loading and enough space available to load the machine safely.	
7.	Make sure nothing is left behind before the last vehicle/container leaves site.	
8.	If road haulage, fill out, sign and stamp, and get a copy of the CMR document from the driver. Make sure its legible.	
9.	Make sure you have insured the machine for the movement.	
10.	Have a clear person appointed by the factory owner for communication in case of delays and problems which could have impacts on both sides of the agreement.	
11.	Communications avenues to be agreed by all parties e.g. Telephone, Mobile, Emails and Personnel.	
12.	Agree access times and periods.	