

Guide Checklist for Inspecting a Used Machine

	Action to take	Tick
1.	Look at the Factory, is it clean/not clean.	
2.	See the machine running product though it	
3.	Check the quality of the product being produced	
4.	Take Photos & Video of the machine	
5.	When the machine is stopped check the gears and components. See if they are loose, damaged, or if there are any tell tale signs of wear or misuse.	
6.	Ask the operator if there is anything you should be aware of with the machine.	
7.	Check the Manufacturers plate and make a note of all the details.	
8.	Check the floor dimensions of the machine and include space for operations and maintenance.	
9.	Ask to see the spare parts associated with the machine	
10.	Ask for a list of the spare parts	
11.	Ask to see production figures for the past few months	
12.	Ask what the maintenance routine is in the factory	
13.	Ask what the annual maintenance spend is on the machine	
14.	Ask to see all associated Manuals and Drawings including floor plan.	
15.	Ask what upgrades if any have been done to the machine.	
16.	Find out why they are selling the machine.	
17.	Ask about energy consumption and services to the machine i.e. Water, Air Etc.	
18.	See if you can negotiate operator training before the machine is removed or if you can have an operator supplied for the start up for setting the parameters of the machine.	
19.	Ask if there is anything else for sale in the plant.	