

Guide Checklist for Machinery being delivered to your Site

	Action to take	Tick
1.	Make sure you are able to offload the machine or have a team in place to do so. (also refer to engineers visiting your site checklist).	
2.	Have you booked the right equipment hire, e.g. Crane Hire, Forklift hire, Versalift etc.	
3.	Make sure you have the space cleared where the machine will sit.	
4.	Make sure you have services needed to make the machine run in place or in progress.	
5.	Check the weight of the machine and possible dynamic load against your floor specification.	
6.	If needed make sure that the foundations are in place to support the machine.	
7.	Make sure there is a clear route of access to where the machine will be placed so that the installation doesn't impact on your workflow.	
8.	Make sure you have had a meeting pre-delivery with everyone involved in the project and that everyone knows their responsibilities and each others responsibilities prior to the machine arriving.	
9.	Take photographs of the machine before it is offloaded so that you can evidence damage or that the machine is complete before you offload it.	
10.	If its in a container take photos of the seals before they are broken.	
11.	If something is damaged or the seals are broken inform the hauler and supplier of the machine immediately and back this up with photos.	