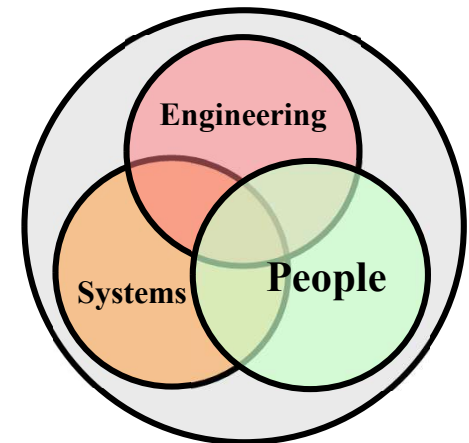
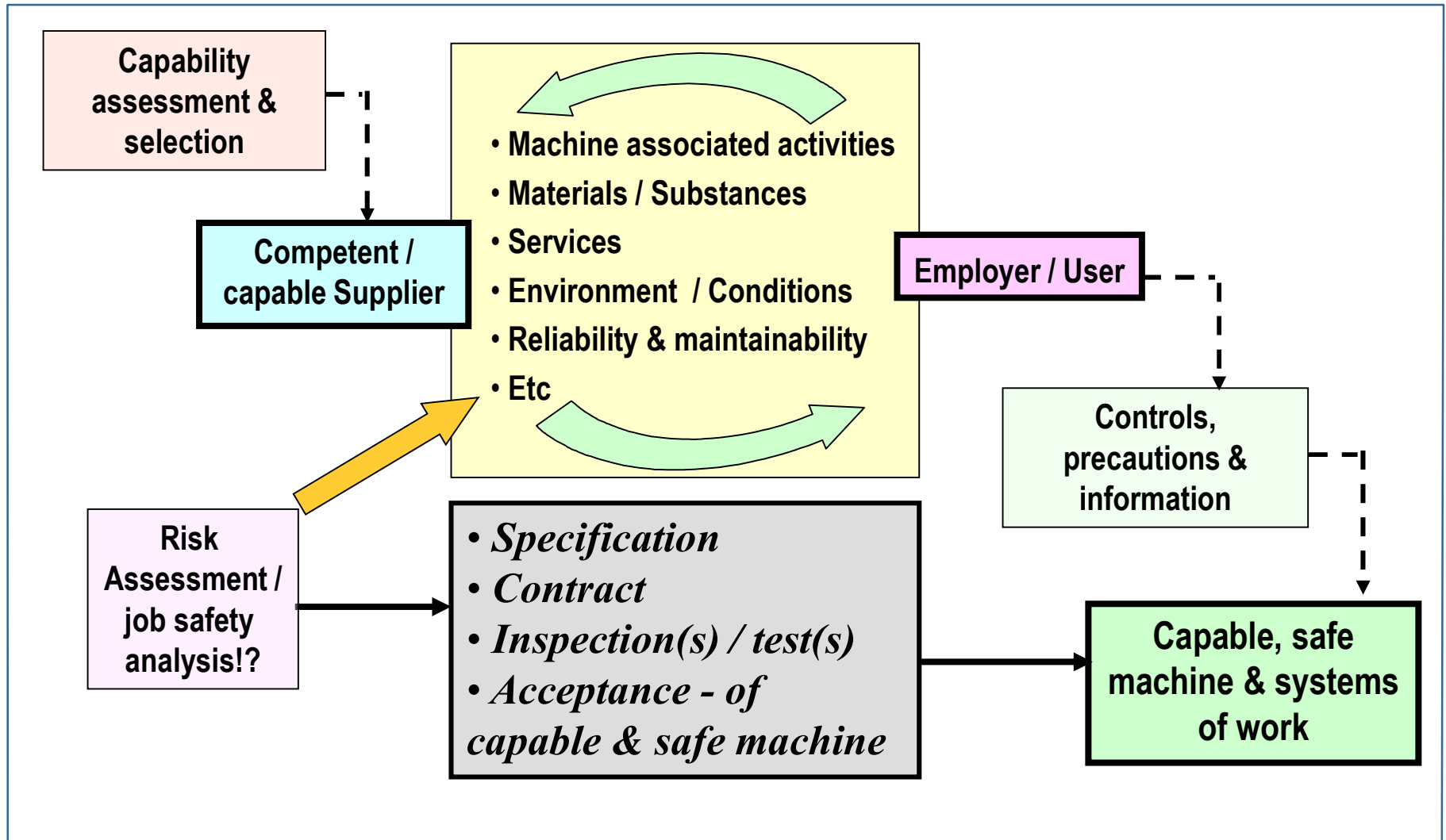


Machinery Safety: Procurement



Procurement Overview



Safety of Machinery: Roles / Duties

Supplier / Manufacturer

duties for:

- design
- manufacture
- information

to ensure:

- machinery is safe (risks eliminated or reduced to a minimum)

Employer / User

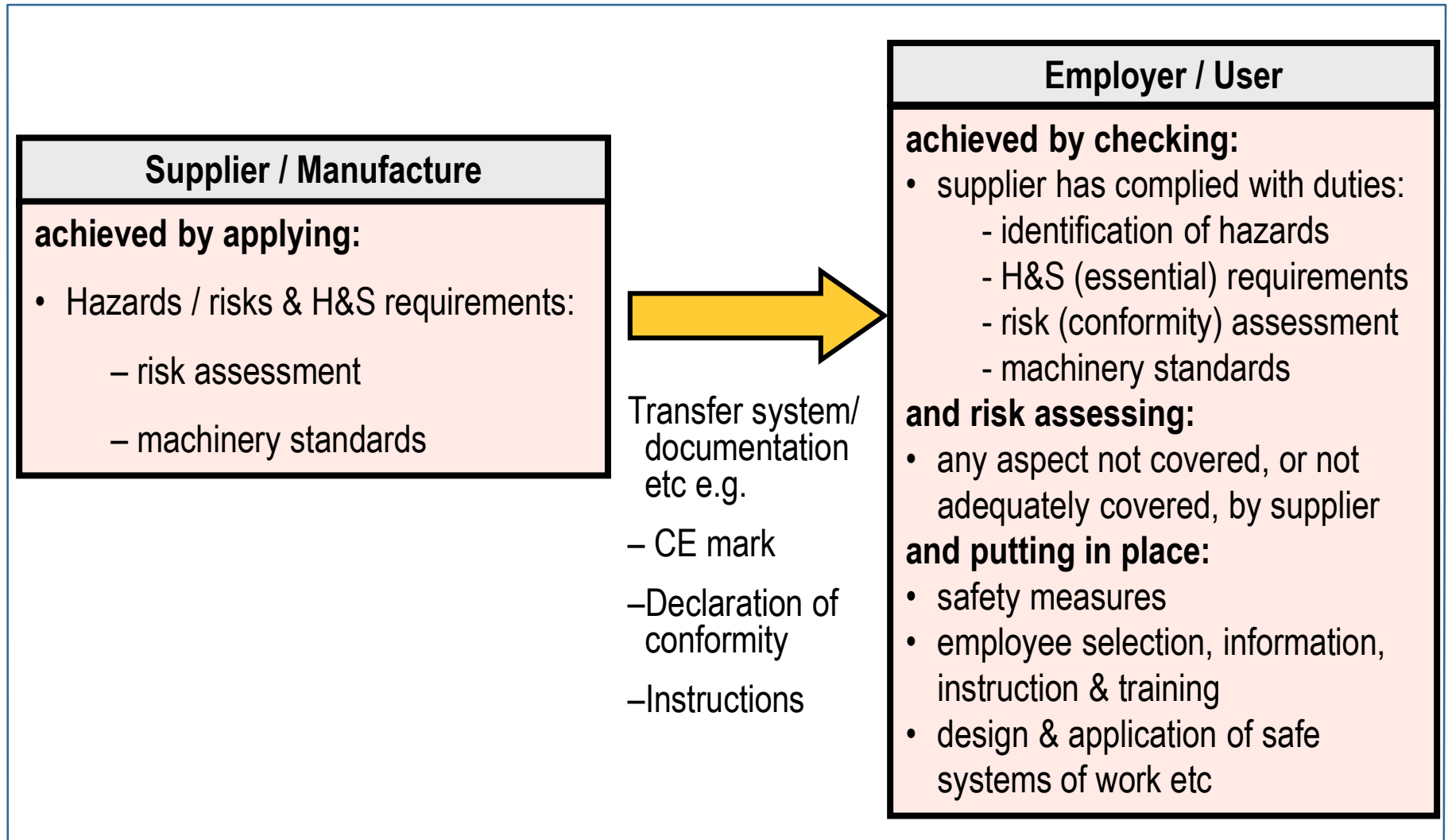
duties for:

- selection / suitability
- use
- maintenance etc

to ensure:

- machinery is safe (risks eliminated or reduced to a minimum)

Safety of Machinery: How Achieved





Example of Supplier Questionnaire - to help assess *supplier capability*

Example

Supplier Questionnaire - Machinery				
Prospective supplier of (enter / describe machinery / machinery type):				
Manufacturer name:		Supplier / Agent name & location:		
This survey / questionnaire completed by - name:		Signature:	Date:	
		Position/title:		
Topic	Question - enter N/A if any item is not applicable	✓ if yes	✓ if no	✓ if don't know
1. Nature of business	1.1 What is the nature of your business or the service being offered?			
	1.2 How many employees do you have?			
	1.3 How many years experience do you have with the above machinery?			
	1.4 Which large / well known organisations have you done work for who could give a reference?			
2. Sub-contractors	2.1 Do you use sub-contractors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If YES, what are they used for? & how are they chosen?			
3. Quality Management System	3.1 Do you have ISO9000 or any other recognised management system approval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If NO, do you intend to achieve approval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.2 Do you have certification to any other recognized standards? If YES, state which?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Machinery Safety Regulations & Standards	4.1 Do you have copy of machinery safety regulations & general machinery safety & risk assessment standards available? (e.g. EN; ANSI; OSHA etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4.2 Have hazards & risks and essential health & safety requirements associated with the above machinery been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4.3 Have standards which specifically apply to the above machinery been identified? If YES, please state which (ref. nos will suffice)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Associations/ memberships	5.1 Are you a member of any industry or trade association(s)? If YES, state which:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5.2 Are you a member of any health & safety association / organisation? If YES, state which?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Risk assessment	6.1 Do you have a documented risk assessment procedure for machinery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If YES, please provide a recent example or extract of a risk assessment			



Specification etc Sample Layout

- allows tracking through to delivery

Example



Sample Layout: Specification / Criteria for Purchase of Machinery, Plant & Equipment

Plant/equipment/machine:	Lucas ref. no.:	GKN representative:	Supplier:	Suppliers representative:
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Topic	Standard & / or Specification ref.	Key Requirements from the standard / specification (to form part of pre-delivery checks)	Applicable		'B' / 'C' accepted by supplier		Verified as O.K. prior to delivery		Notes
			Yes	No	Yes	No	Yes	No	
1. Performance	Spec. (generated/issued by the site)								
2. General Conditions	Spec. (generated/issued by the site)								
3. Energy & Services	Spec. (generated/issued by the site)								
4. Health & safety	EC Machinery Directive 89/392/EEC								
- Safety of machinery	BS EN 292: Part 1 1991 (...terminology & methodology)								
	BS EN 292: Part 2 1991 - technical principles & specifications								
- Electrical equipment	BS EN 60204 Part 1 1992								
- Noise	as for 3 above	Maximum noise level under noisiest specified operating conditions to be 80 dB(A)							
5. Preferred suppliers									
- electrical equipment									
- hydraulic equipment.									
- pneumatic equipment.									
6. Spares & service									
7. Training requirements									
8. Documentation									

Risk assessment / job safety analysis by designer / manufacturer / supplier

	Control / precaution	Examples
<p>Most preferred</p> <p>Least preferred</p>	Elimination	Inherently safe machinery design & construction;
	Substitution	Different / safer process / machine
	Engineering control	Barrier between people & risk e.g. guards, safety devices etc
	System of work	Inform & warn of residual risk(s)
	Personal protective equipment	Indicate particular training needs Indicate personal protective equipment needs

Key Points to Consider by designer / manufacturer / supplier

- risks throughout foreseeable lifetime of the machinery including assembly and dismantling
- risks from normal use of machinery, other reasonably expected uses & foreseeable abnormal situations
- discomfort, fatigue & psychological stress by applying ergonomic principles
- the foreseeable use of personal protective equipment
- special equipment etc to enable the machine to be adjusted, maintained & used without risk, & supply it