

# Checklist for machine or equipment procurement

## Life cycle of the new machine or equipment

Name and identifier of the machine:			
Inspection date:			Inspector:
Subject of inspection	Yes	No	Notes
Determining the requirements of the machines			
Machine combination			
Accounting for risks during the installation phase, third-party individuals and effects on the working environment			
Operating environment			
Machine or equipment ergonomics			
Energy-efficiency			
Instructions for use and maintenance of the machine in Finnish and Swedish			
Orientation and guidance on the use of the machine for users and supervisors			
Mapping the need for maintenance and implementation of the maintenance plan			
Investment and depreciation plan			

Explanation of the subject of inspection:	What is being inspected?
Determining the requirements of the machines	Is there a CE label and structural information? Is the employer the importer of the equipment to Finland or the EU? In procurement, the importer's instructions, productivity, performance, quality, maintainability and proper placement must be taken into account.
Machine combination	Will the workplace become a manufacturer of a machine combination? In this case, the responsibility for structural files, CE labelling and compliance insurance must be taken into account.
Accounting for risks during the installation phase, third-party individuals and effects on the working environment	Have the risks during the installation phase of the machine or equipment been taken into account? Does the risk assessment account for persons outside the workplace? Have the effects on the working environment been taken into account?
Operating environment	Has the operating environment of the machine or equipment been taken into account and assessed? Have the factors affecting the safety of the operating environment of the machine or equipment been taken into account? These include explosion hazard, thermal conditions, access roads, service platforms and hazards stemming from the machine itself.
Machine or equipment ergonomics	Are the ergonomics of the machine or equipment suitable for the work? At a minimum, the aspects of usability, the characteristics of the machine user, accessibility, the ergonomics of maintenance and adjustment work and sufficient space should be assessed.
Energy-efficiency	Is the machine or equipment sufficiently energy-efficient?
Instructions for use and maintenance of the machine in Finnish and Swedish	In Finland, instructions for use and maintenance of machines should be in both Finnish and Swedish. Instructions for use and maintenance may also be needed in other languages of the workplace and, for example, with supporting illustrations.
Orientation and guidance on the use of the machine for users and supervisors	When a new machine or device is introduced to the workplace, the employees should be given high-quality training on its use. The training should be given to the users of the machine, the maintenance staff and the supervisors. The training must also cover the deployment inspection and, if necessary, the supplementation of the instructions for use.
Mapping the need for maintenance and implementation of the maintenance plan	Assess the extent of the need for maintenance of the machine or equipment and how the maintenance plan is to be implemented.
Investment and depreciation plan	Once the equipment is nearing the end of its lifecycle, an investment/ depreciation plan should be prepared. Check if an investment or depreciation plan has been prepared for the equipment.

Government Decree on the Safety of Machinery (400/2008, so-called Machinery Decree):  
<https://www.finlex.fi/fi/laki/ajantasa/2008/20080400>

Government Decree on the Safe Use and Inspection of Work Equipment (403/2008):  
<https://www.finlex.fi/fi/laki/ajantasa/2008/20080403>

Publisher: Centre for Occupational Safety, Technology Sector Occupational Safety Committee  
 Product number: 202342