

Second-Hand Equipment Safety Assessment Form

Please complete the form below prior to purchasing any second-hand equipment. Delete sections as appropriate.

All equipment purchased must be recorded on local lab asset lists with appropriate order documentation/invoice.

General Information

- **Device Name:** _____
 - **Supplier:** _____
 - **Model/Serial Number:** _____
 - **Year of manufacturing:** _____
 - **Country of manufacturing:** _____
 - **Date of Purchase:** _____
 - **Assessor Name:** _____
 - **Date of Assessment:** _____
 - **Future Location:** _____
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1. General Safety and Compliance

- **Legal Compliance:** Equipment placed in the UK market in conformity with legislation conformity assessment requirements of the relevant product legislation
 - **Documentation:** User manual included
 - **Documentation:** Maintenance records included
 - **Third-party Inspection Reports:** Safety certifications (in date, expired)
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2. Electrical Safety

For Mains-Connected Devices

- **PAT Testing:** Device has passed or been scheduled for PAT testing.
- **Fuse Rating:** Fuse rating is appropriate for the lab's power setup.
- **Insulation & Wiring:** No frayed cables or damaged insulation; grounding intact.
- **Plug and Cable Condition:** Plugs, connectors, and cables free from wear and tear.
- **Voltage Compatibility:** Voltage rating matches UK standards (typically 230V).

For USB or Low-Voltage Powered Devices

- **USB Port Compatibility:** Confirm device is compatible with lab USB ports and power ratings.
 - **Overcurrent Protection:** Ensure device has overcurrent protection to prevent damage to USB ports.
 - **Insulation & Wiring:** Inspect for any signs of damage, wear, or insufficient insulation.
 - **Connector Condition:** Ensure USB connectors and ports are in good condition and free from wear.
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3. Mechanical Form Factor

- **Original Equipment Manufacturer (OEM) Casing**
 - Manufacturer seals: intact , broken
 - **Benchtop Equipment**
 - Internal OEM seals: intact broken
 - Internal circuit boards: intact , broken , repaired
 - Power supply unit: original , known standard (e.g. RS, Traco power)
 - **Rackmount equipment**
 - Internal OEM seals: intact , broken
 - Internal circuit boards: intact , broken , repaired
 - Power supply unit: original , known standard (e.g. RS, Traco power)
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4. Physical Condition

- **External Casing:** Free from cracks, dents, sharp edges, or loose fittings.
 - **Moving Parts:** All moving parts, switches, and fans are operational and intact.
 - **Ventilation:** Ventilation openings unobstructed and intact.
 - **Mounting and Stability:** Device can be securely mounted or positioned safely.
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5. Functional Checks and Calibration

- **Operational Check:** Device operates as intended with no obvious malfunctions.
 - **Calibration Status:** Calibration records checked; device calibrated if needed.
 - **Performance Testing:** Performance checks conducted; accurate measurement/output confirmed.
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6. Laser Radiation (if applicable)

- **Laser class to be Class 3b or less (and to be fibre contained)**
(Class 4 not permitted to be sourced from non-standard sources)
 - **Laser emission tested in an interlocked enclosure** (by a Class 4 user, or lab mentor/supervisor)
 - **Laser Emission:** Performance checks conducted; accurate measurement/output confirmed.
 - **Laser Documentation:** Class 3 and 4 lasers to have all documentation in place prior to purchase and LSO notified.
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7. Lab-Specific Safety Considerations

- **Compatibility with Lab Equipment:** Compatible with existing lab systems.
- **Environmental Requirements:** Safe to operate under lab environmental conditions (e.g., humidity, temperature).

- **Power Requirements and Load Capacity:** Power draw within lab's electrical capacity.
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8. Fire and Explosion Risk

- **Combustible Materials:** Free from combustible/flammable components that could pose fire hazards.
- **Overheating Safeguards:** Overheating protection features functional.
- **Capacitor Safety:** capacitors free from signs of leakage or damage.

Battery power blocks are not allowed to be sourced from non-standard sources.

9. Network Connectivity and Cybersecurity

- **Internet Connectivity:**
 - Device connects to the internet
 - Device does not connect to the internet
- **Network Use Policy (If Internet-Connected):**
 - Approved for use on a restricted, secure network
 - Not approved for use on any network

Devices sourced from non-standard sources cannot be connected to internet – current safeguards (dedicated lab network) prevent accidental connection to Internet or any local device with Internet connectivity.

10. Electromagnetic Compatibility and Interference (EMC)

- **Shielding and Emissions:** Shielding intact; meets UK EMC standards to prevent interference.
 - **Wireless Functionality:** Wireless capabilities confirmed not to interfere with lab equipment.
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11. Labelling and Markings

- **Safety Labels:** All required safety labels (e.g., CE, hazard warnings) are intact and legible.
 - **Maintenance Tags:** Maintenance tags or markings show past service or inspection dates.
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12. Evidence * indicates minimum requirements

- **Serial number***
- **Manufacturer seals***
- **Normal operation***
- **User Manual**
- **Electrical Specifications**
- **Maintenance**
- **Calibration Certificate**

13. Photographic Evidence:

Please paste photos in this space

Assessment Result:

- **Approved for Use in Lab**
- **Not Approved – Requires Further Inspection or Repairs**
- **Not Approved – Disposal Recommended**

Assessor's Signature: _____

Departmental Safety Officer Approval: _____

This document has been written following <https://www.hse.gov.uk/work-equipment-machinery/second-hand-products.htm> and Departmental Safety Policy on the Purchase, Delivery or Production of Hazardous Equipment and Chemicals.

A copy of this form should be kept locally and a copy to be kept by DSO.