

CHECKLIST FOR THE PURCHASING OF NEW EQUIPMENT

The following considerations should be made, where relevant, when purchasing new equipment to be placed within the School.

Supplier Service & Support

- What service and support is provided by the company?
- Is it local, Sydney based, Australian based?
- How much is the current service call?
- Does the company have its own service engineers?
- What spare parts are held in stock? What is the cost incurred if spare parts are needed quickly? Is this covered by warranty?
- What length of time is the warranty?
- Does the company install the instrument? What does the installation cover?
 - Instrumentation Qualification- unpacked, not tested
 - Operational Qualification - equipment functioning in test mode
 - Performance Qualification - meets your specifications)
- Does the company give training on instrument use when it is installed? Cost?

Accessories available with the instrumentation

- What accessories are available? (Will the suppliers throw some of these in as part of the deal – try during negotiations prior to purchase).
- Do they have any education friendly freebies – posters, on-line tutorials etc?
- Consumables – How much are they? Are there any satisfactory locally available alternatives?

Infrastructure/ Instrument support

- Do you need to complete the [Lifecycle Costing form](#)
- Is there space to place the instrument? Get dimensions and weight before purchase. Does it need extra space for adequate access during operation and maintenance?
- What services does it require – water, gas, 15Amp power (how many outlets required), ventilation, air conditioning?
- Does it require an ongoing maintenance program/ technical support?
- Is there similar equipment in the School? Is it worth keeping with the same supplier/brand for ease of spare parts, servicing?

Instrumentation Software

- What operating system is the instrumentation software compatible with?
- What are the minimum and recommended PC requirements?
- Are hardcopy or softcopy manuals available?
- Is it possible to get a second (or hardcopy) set of manuals for the instrument?
- Are software disks included?
- When was the software last modified – Is this the latest version?
- How often is there an upgrade of instrumentation software? Are upgrades automatically available and free of charge?
- Is the software easy to use?
- Is there a user group?
- What application notes/technical notes are available?
- Will the supplier do a demonstration on samples supplied by UoW?

If the item is over \$2000 there should be at least 3 quotes obtained from various suppliers (if possible).