

**Sustainable LabCycling Equipment Transfer Form ( Internal)**

To be completed & signed by the donator of the equipment & the recipient to ensure PUWER Compliance when transferring equipment for re-use within the University. The form is to be held on file by both parties for audit purposes.

PLEASE ALSO SEND A COPY OF THE FORM TO: waste@lboro.ac.uk ( evidence of waste avoidance) & c.l.kavanagh@lboro.ac.uk ( PUWER DAP).

Please seek approval from your line manager before any equipment/asset is transferred.

**Please circle as appropriate Yes/No.**

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| **Donator of Equipment**  | **Receiver of Equipment**  |
| Equipment has been inspected & checked it is ingood working order (including plugs, wires)  **Yes/No**If donating for repair/parts please state : | Equipment inspected & checked it is in good condition following movement of equipment ( including wires, plugs) **Yes/No** If accepting item for repair/parts please state:   |
| PAT testing of equipment up to date? **Yes/No** | Risk Assessment & Standard Operating Procedure have been created/revised for the equipment? **Yes/No**  |
| Equipment has been decontaminated? (e.g Biological/Chemical) if applicable?  **Yes/No** | Equipment placed on local asset lists & maintenance\inspection schedules.  **Yes/No**    |
| Equipment Manual/other documentation provided with equipment including supplier/service contact details if applicable/available  **Yes/No** | Equipment Manual/other documentation received with equipment including supplier/service contact details if applicable/available  **Yes/No**  |
| **Estimated Weight for Piece of Equipment:** | Training (recorded) in place for newly acquired equipment?  **Yes/No**  |
| **Estimated Value/ Cost from New :** | PPE sourced for use with equipment  **Yes/No**  |
| Has the Kit Catalogue Representative for your school been notified?  **Yes/No**  | Has the Kit Catalogue Representative for your school been notified ? **Yes/No** |

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| **Date:** | **Date:**  |
| **Department/School** | **Department/School** |
| **Name:** | **Name:** |
| **Signature:** | **Signature:** |