

## Transfer Machine: Sale Assessment Available

If you have conducted a sale assessment on the machine, you will be able to choose from a range of simple drop down options, shown in the screen shots below.

1. Keyword Search
2. Find Machine
3. Click the menu icon (blue vertical dots) **EDIT MACHINE**, then **Remove / Transfer**
4. Or the menu icon (blue vertical dots) then **Remove / Transfer**
5. Choose removal reason >
  - 5.1 Sold: existing buyer
  - 5.2 Sold: New buyer
  - 5.3 Sold: Transfer to PA account
  - 5.4 Sold: No buyer details
  - 5.5 Other
 (see pg. 2)

The screenshot displays the 'Machines' management interface. On the left, a sidebar contains navigation options: '+ ADD NEW MACHINE', 'Keyword Search', 'FILTER BY', 'PRE START REPORT', 'DOWNGRADE MACHINES', 'SCHEDULE ASSESSMENTS', 'EXPORT MACHINES', and 'SAFE OPERATING PR'. The main area shows a list of machines with columns for 'MACHINE DETAILS', 'MACHINE LIBRARY', and 'HISTORY'. Two machines are listed: 'Isuzu - NPR 400 4x2 (Tipper)' and 'ACE Trailers - Dual Axle (Plant Trailer)'. A detailed view of a 'John Deere - 1000 71 Tyne' machine is shown, with sections for 'Identifiers', 'Owner', 'Location', 'Usage', 'Service History', and 'Next Assessment Details'. At the bottom of the form, there are buttons for '+ CREATE ASSESSMENT', 'PRE-OP CHECKLIST', 'REMOVE FROM FLEET', 'SAVE', 'UNDO', and 'CLOSE'. A dropdown menu is open on the right, showing options: 'Edit Machine', 'Create Pre-Op', 'Create Assessment', and 'Remove From Fleet'.

**NOTE:** When you sell a machine you have a positive obligation to provide the purchaser with safety information. Plant Assessor helps you do this quickly, easily and thoroughly

# Remove Machine: sale assessment available

- 5.1 Sold: existing buyer
- 5.2 Sold: New buyer
- 5.3 Sold: Transfer to PA account
- 5.4 Sold: No buyer details
- 5.5 Other

## Remove From Fleet

Removal Reason **5.**

Further Details

- ✓ -- Choose Reason --
- Machine Retired or Scrapped
- Machine Sold - Traded in
- Machine Sold - Auction
- Machine Sold - Private Sale
- Contractor Machine - No Longer Required
- Other

## Remove From Fleet

Removal Reason **5.1** Machine Sold - Existing buyer

Choose Buyer

Can Contact Buyer

## Remove From Fleet

Removal Reason **5.2** Machine Sold - New buyer

First Name \*

Last Name \*

Company \*

## Remove From Fleet

Removal Reason **5.3** Machine Sold - Transfer to PA member

Plant Risk Assessments & Machine Safety Management : Plant Assessor log into PA

Purpose \* Plant in use

State \* NSW

## Remove From Fleet

Removal Reason **5.4** Machine Sold - No buyer details

Further Details Enter Details Here

## Remove From Fleet

Removal Reason **5.5** Other

Further Details Enter Details Here

**NOTE:** When you transfer an assessment to a Plant Assessor user, your original assessment remain in your account.