

New Equipment Process Compliance Request

Request ID:

Enter Request ID

Date of Request:

YYYY-MM-DD

Requestor Name:

Enter Requestor Name

Department:

Enter Department

Equipment Description:

Enter Equipment Description

Purpose of New Equipment

Clearly state the purpose

Compliance Checklist

Checklist Item	Status (Yes/No)	Remarks
Meets company safety regulations		
Meets environmental standards		
Approved by relevant department		
User training/operational manual provided		
Inspection schedule created		

Additional Notes / Comments:

Any additional information

Approvals

Name	Role/Department	Signature	Date

Important Notes

- Ensure all relevant compliance areas are checked before submitting this form.
- Supporting documents must be attached where necessary (manuals, certification, etc.).
- This request must be reviewed and approved by all listed authorities before equipment procurement/commissioning.
- Always keep a copy of the completed and approved form for internal records.

