

NOTIFICATION OF OPERATIONAL CHANGE FORM

Pre-Purchase/Pre-Use Analysis Guide

ASO 5100.13B Chapter 10 par. 4

Date Prepared:

Instructions: The supervisor shall ensure that new equipment and hazardous materials are reviewed by the safety Directorate prior to purchase. As guidance, all equipment with one or more of the following characteristics shall be reviewed **prior to purchase**:

- 1) New equipment that can cause injury to employees through contact with rotating parts, unguarded portions of equipment and extreme hot or cold.
- 2) Equipment that is pneumatically or hydraulically operated.
- 3) Equipment which is a noise hazard.
- 4) Lifts or supports.
- 5) Equipment which requires lockout for repair or maintenance.

Description of new operation/process/equipment/machinery/hazardous material (if new hazardous material, include SDS when submitting this form to safety):

Pre-Use Procedures:

Before using any new piece of equipment/machinery, ask yourself the following questions:

Click appropriate box:

YES NO

1.)	Is guarding required to prevent contact or entanglement?		
2.)	Is an emergency stop button, special safety signage, or a interlock required?		
3.)	Are noise control measures required to prevent Hearing damage?		
4.)	Is extra lighting required for operators to run equipment safely?		
5.)	Is training required for installation use or maintenance?		
6.)	Is an operator license required?		
7.)	Does the machine/equipment have preventive maintenance requirements?		
8.)	Is training for installation, use, or maintenance required?		
9.)	Are there any other safety hazards that need to be mitigated?		

Before using any new chemicals/substances, ask yourself the following questions:

Click appropriate box:

YES NO

1.)	Is dust extraction, flume cupboard, or local exhaust ventilation be required to prevent exposure?		
2.)	Is specialized fire protection/emergency response required? Is it Flammable?		
3.)	Does it require specialized storage?		
4.)	Are there reproductive hazards associated with the chemical?		

If you answered YES to any of the above questions, you must provide this form, along with equipment or chemical specifications, to the Safety Directorate for approval before use. Submit form to CHPT_SAFETY_OMB@usmc.mil

Requesting Directorate: _____

Point of Contact: _____

Phone Number: _____

Date Received: _____ Directorate Requesting: _____ POC: _____

Supervisor or POC:	Phone Number:
Manufacturer:	Nomenclature/Serial Number:
Description of Operation:	
Hazardous Chemiciles:	PPE Required:
Findings:	

Equipment that could pose a hazard or risk to employees must be reviewed prior to purchase by the Safeyt Directorate. The supervisor shall ensure that equipment and hazardous material specifications are assessed by Safety. Page 1 of this form must be filled out and turned in. The Safety Directorate is responsible for reviewing the products, machinery, equipment, materials, or chemicals to be purchased. Once approved by the Safety Department, the Industrial Hygiene Department shall receive a copy of this "Notification of Operational Change."

Date Completed: _____

Safety Reviewer: _____

Safety Manager Recommendation:

Signature:

Safety Assigned Serial Number: