



# RECEIVING USED MOBILE MACHINES & VEHICLES

## PROCEDURE:

Prior to receiving used mobile machinery & vehicles into the AAT facility, the shipper must provide the following documentation to the AAT R&D office at time of receipt.

1. Certification that the machine is mechanically sound and in full working order (must present completed “Certification of Used Mobile Machinery” document)
2. Operators manual on how to drive the machine;

OR

A diagram identifying the usage of all controls and switches including the start and emergency shutdown device, if applicable.

3. AAT R&D shall complete an Export Sticker and Rear Vision Mirror Tag identifying any existing faults. Transport driver affixes both to the machine.

<b>POSSIBLE ISSUES</b>	<b>ACTIONS by Shipper</b>
Machine requires cleaning	Must be cleaned PRIOR to receipt
Machine is not operational	Alternative measures to export machine must be confirmed with the shipping line, e.g. use of mafi trailer PRIOR to receipt



# CERTIFICATION OF USED MOBILE MACHINERY & VEHICLES

(Company name) .....  
 certify that machine/vehicle ..... is  
 mechanically sound and in full working order.

Equipment Type: ..... SWL: .....

Attachments: .....

	<b>Checked and in Working Order</b> ✓ if OK ✗ if Faulty
1. Oil / Fluid Leaks (if machinery is leaking it will not be received in)	
2. Wheel / track damage	
3. Hydraulic hose damage	
4. Fire extinguisher	
5. Seat firmly attached	
6. Horns, gauges, lights, alarms	
7. Lift / tilt / shift controls	
8. Steering	
9. Brakes – foot and park	
10. Transmission / clutch	
11. Loose wires tied off (no exposures)	
12. Emergency stop button	
13. Clean / rid of dirt (if machinery is excessively dirty it will not be received in)	
14. Damages / Faults	
15. Hazardous/Biohazardous/Medical waste e.g. blood and blood products, sharps including intravenous needles and glass fragments.	
16. Operating instructions attached	

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 Consignee / Agent

.....  
 Date