

# EQUIPMENT INSPECTION & HANDOVER PROTOCOL

(Used Construction Machinery – Export Transaction)

## 1. SELLER (EXPORTER)

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City / Country: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone / Email: \_\_\_\_\_

## 2. BUYER (IMPORTER)

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City / Country: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone / Email: \_\_\_\_\_

## 3. EQUIPMENT DETAILS

Manufacturer: \_\_\_\_\_  
Model / Type: \_\_\_\_\_  
Serial Number: \_\_\_\_\_  
Year of Manufacture: \_\_\_\_\_  
Operating Hours: \_\_\_\_\_  
Additional Equipment / Attachments: \_\_\_\_\_

## 4. TECHNICAL CONDITION (VISUAL INSPECTION)

General Appearance:                     Good    Acceptable    Worn  
Engine Condition:                       Normal    Minor Issues    Remarks  
Hydraulic System:                       Normal    Minor Issues    Remarks  
Tracks / Tires:                           Good    Acceptable    Worn  
Cabin / Controls:                         Good    Acceptable    Worn  
Additional Remarks: \_\_\_\_\_

## 5. DOCUMENTATION PROVIDED

- Operator Manual
- Maintenance Records
- CE Documentation (if available)
- Spare Keys / Tools
- Other Documents: \_\_\_\_\_

## 6. EXPORT PREPARATION

- Machine cleaned for export:  Yes  No
- Shipment type:  Container  RoRo  Breakbulk
- Transport arranged by:  Buyer  Seller  Global Container Shipping Agency
- Port of Loading: \_\_\_\_\_
- Country of Destination: \_\_\_\_\_

## 7. STATEMENT OF CONDITION

The buyer confirms that the equipment has been inspected or has had the opportunity to inspect the equipment. The equipment is sold and accepted **“as seen and without warranty”**, unless otherwise specified in the purchase agreement. Descriptions and condition are based on information provided by the seller.

## 8. PLACE AND DATE OF HANDOVER

- Location: \_\_\_\_\_
- Date: \_\_\_\_\_

## 9. SIGNATURES

Seller / Exporter	Buyer / Importer
Name: _____	Name: _____
Position: _____	Position: _____
Signature: _____	Signature: _____

## 10. OPTIONAL PHOTO DOCUMENTATION

- Photos taken at handover:  Yes  No
- Photo reference numbers: \_\_\_\_\_