**Proposal for Capital Equipment Acquisition**

# **Introduction**

Provide a concise overview of the capital equipment requirement, its strategic alignment with organizational goals, and the anticipated benefits of acquiring the equipment.

# **Reference / Non‑Conformance (NC) No.**

[Enter applicable NC or reference number]

# **Proposal Details**

Proposed On: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Reason for Procurement**

Explain the operational, quality, compliance, or capacity drivers that necessitate the acquisition of this equipment.

# **Expected Effects & Benefits**

Summarize the impact on safety, quality, productivity, cost, compliance, and customer satisfaction.

# **Operating Cost & Maintenance**

Outline the estimated running costs, service intervals, and required consumables.

# **Return on Investment (ROI)**

Present a quantitative ROI analysis, including payback period, net present value (NPV), or internal rate of return (IRR) as applicable.

# **Implementation Timeline**

Provide key milestones from the purchase order to commissioning and operator training.

# **Risk Assessment & Mitigation**

Identify potential risks and proposed mitigation actions.

# **Conclusion**

Reiterate the justification and formally request approval for the capital expenditure.

# **Approval Signatures**

Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_

Reviewed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_

Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_