

DEVICE REUSE CHECKLIST

Australian Tech Reuse for Good Charter

Use this checklist to determine whether a device is suitable for reuse and ready to leave your organisation.



Find out more and sign the Charter at www.techreusecharter.org.au

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Use this checklist to determine whether a device is suitable for reuse and ready to leave your organisation.

1 Is the device suitable for reuse?

- ☐ Is the device less than five years old or still supported for its intended use?
- ☐ Is it in good working condition, including the screen, keyboard, camera, microphone, speakers, ports, Wi-Fi and Bluetooth?
- ☐ Is the battery in good condition?
- ☐ Is a charger and any essential accessories available?
- ☐ Does the device have sufficient memory, storage and performance for everyday tasks such as study, work, web browsing and video calls?
- ☐ Is the device suitable for the intended recipient or use case?
- ☐ Are there enough devices of the same model available to support efficient deployment and ongoing technical support (where appropriate)?

2 Can the device be safely transferred?

- ☐ Is the device unlocked and no longer linked to a user account or mobile device management system?
- ☐ Can all personal, client, student, health or business information be securely wiped?
- ☐ If you are wiping devices yourself, have you retained the data wiping certificates to share with your distribution partner?
- ☐ Can the device be updated, repaired and supported if required?

3 Are there any contractual or organisational restrictions?

- ☐ Is the device owned by your organisation or approved for donation?
- ☐ Have you checked any leasing, warranty, insurance, procurement or asset write off requirements?
- ☐ Have you confirmed that existing IT Asset Disposal (ITAD) or leasing contracts allow devices to be donated?

4 Decide the most appropriate pathway

- ☐ Reuse - The device is suitable for donation or refurbishment and can be safely transferred to a reuse partner.
- ☐ Repair, repurpose or resell - The device may require repair, additional accessories or refurbishment, or could be resold to help fund your technology reuse program.
- ☐ Recycle responsibly - The device cannot be safely reused or repaired and should be recycled through an accredited e-waste recycling pathway.

5 Keep records

- ☐ Record whether each device was donated, refurbished, resold, used for parts or responsibly recycled.
- ☐ Retain any relevant asset management and data wiping records for reporting and compliance.