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| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Regular servicing as per maintenance checklist/major or minor repairs** | **Maintenance performed by company/business/individual** | **Time taken** | **Cost** | **Tag-out (if required)** | **Tag removed and checked by** |
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## **Maintenance record – equipment/machinery**

[WHS legislation – Plant Code of Practice 2013](https://wcq-search.clients.squiz.net/s/redirect?collection=wcq-internet&url=https%3A%2F%2Fwww.worksafe.qld.gov.au%2F__data%2Fassets%2Fpdf_file%2F0006%2F58173%2FManaging-risks-of-plant-COP-2013.pdf&index_url=https%3A%2F%2Fwww.worksafe.qld.gov.au%2F__data%2Fassets%2Fpdf_file%2F0006%2F58173%2FManaging-risks-of-plant-COP-2013.pdf&auth=d09ATl1af7jCOXCCQvM0dw&profile=_default&rank=1&query=plant+code+of+practic) outlines that workers (staff members) and others (students, maintenance contractors) using plant/equipment should be trained and provided with information and instruction on:

* safe work practices and operating procedures
* maintenance procedures.

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| **The below checks are recommended for equipment prior to or during a unit of work where the equipment will undergo moderate to heavy use.** | | | | | | |
| Equipment/machine checks | **Date** | / / | / / | / / | / / | **Follow-up actions** |
| **Signature** |  |  |  |  |
|  | Tick or comment  ✓ | Tick or comment  ✓ | Tick or comment  ✓ | Tick or comment  ✓ | E.g. cracked blade replaced 03/18  John Smith |
| Verify **switches, throttle control, zip starter** are functioning and are in sound condition. | |  |  |  |  |  |
| Verify **all guards** are secure and function correctly. | |  |  |  |  |  |
| Confirm availability and condition of **personal protective equipment** including safety harness (if required). | |  |  |  |  |  |
| Visually check that the **cutting tool** is in good condition or **line spool** is tightened. | |  |  |  |  |  |
| Ensure no person or animal can be endangered when operating machine. | |  |  |  |  |  |
| Conduct **close inspection** for damage to switches throttle controls, etc. Arrange for immediate repair of any faults. | |  |  |  |  |  |
| **Lubricate** lightly according to manufacturer’s specification. | |  |  |  |  |  |
| **Clear away** all foreign material from inside and around motor housings, cutting tool, guards, etc. | |  |  |  |  |  |
| Verify anti-vibration **rubber buffers** are functioning (if fitted). | |  |  |  |  |  |
| Check the **carburettor** and readjust the idle screw (if fitted). | |  |  |  |  |  |
| Other: | |  |  |  |  |  |
| Other: | |  |  |  |  |  |

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| **End of semester checks** | **Date** | / / | / / | **Follow-up actions** |
| **Signature** |  |  |
| **Tick or comment****✓** | **Tick or comment****✓** | E.g. blade and pulley alignment adjusted 02/18  John Smith |
| **Sem 1** | **Sem 2** |
| Check the availability of **spare parts** e.g. cutting tool, air filters, fuel filter and spark plug, etc. | |  |  |  |
| **Lubricate** all points in accordance with the manufacturer's specification. | |  |  |  |
| **Protect** all **bare metal** surfaces before term shutdown (CRC, WD40, RP7 of similar). | |  |  |  |
| Check the **filter** in the **fuel tank** and replace if required. | |  |  |  |
| Check that the **zip starter** and **throttle controls** are functioning. Repair or replace if damaged. | |  |  |  |
| Check the **rubber vibration buffers** are in good condition. | |  |  |  |
| Examine cutting tools for **flaws** and replace if damaged. | |  |  |  |
| Check the **spark plug** and **muffler.** Replace if required. | |  |  |  |
| Check **carburettor** and service if required. | |  |  |  |
| Check the **cutting guard** is in sound condition. | |  |  |  |
| Service the **motor** to manufacturer’s specification. | |  |  |  |
| Other: | |  |  |  |
| Other: | |  |  |  |

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| **Annual check *Date***  ***Signature*** | / / |
|  |
| **Tick or comment** **✓** |
| Check **safety harness** is in sound condition (if required). |  |
| **Review safety operating procedure** and **update** if necessary. |  |
| Other: |  |
| Other: |  |
| Other: |  |
| Other: |  |
| Other: |  |
| **Follow-up actions** e.g. Yellow line for operator zone repainted  14/12 John Smith | |
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