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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 |
| Visually check that the **hydraulic rams, hoses and interlocking guards** if fitted are functioning. | |  |  |  |  |  |
| Visually check the **three point linkage** is attached to manufacturer’s specification and that securing chains are in sound condition. | |  |  |  |  |  |
| Visually check the **frame guards** if fitted are in sound condition. | |  |  |  |  |  |
| Visually check the **tines** and the **depth control wheel/s** (if fitted) are in sound condition. | |  |  |  |  |  |
| Visually check that no person or animal can be endangered when the machine is operating. | |  |  |  |  |  |
| Confirm availability and condition of **personal protective equipment.** | |  |  |  |  |  |
| Check the **tines** for damage and remove any build-up of foreign material. | |  |  |  |  |  |
| Check the **tines shear bolts** for damage and replace if required. | |  |  |  |  |  |
| Lightly lubricate **cultivator parts** to manufacturer’s specification. | |  |  |  |  |  |
| Other: | |  |  |  |  |  |
| Other: | |  |  |  |  |  |
| 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 that the double action **hydraulic spool valves** if fitted are operating for transportation on large or extra wide cultivators. | |  |  |  |
| Checks that the folded position stays (if fitted) on the cultivator are functioning for transportation on large or extra wide cultivators. | |  |  |  |
| Check the **tines or spring-loaded tines (**if fitted**)** for damage and replace if required. | |  |  |  |
| Check the tyre pressure and tighten **wheel nuts** (if fitted). | |  |  |  |
| Check that the **frame guards** are in sound condition. | |  |  |  |
| Check **three point linkage** and securing chains are in sound condition. | |  |  |  |
| Check the **hydraulic** hoses accessories and rams if fitted are in sound condition and repair or replace as required. | |  |  |  |
| Other: | |  |  |  |
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| **Annual check *Date***  ***Signature*** | / / |
|  |
| **Tick or comment** **✓** |
| **Review safety operating procedure** and **update** if necessary. |  |
| Lubricate the **wheel bearings** (if fitted) and any other part of the cultivator to manufacturer’s specification. |  |
| Other: |  |
| Other: |  |
| Other: |  |
| Other: |  |
| Other: |  |
| **Follow-up actions** e.g. Yellow line for operator zone repainted  14/12 John Smith | |
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