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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 03/18John Smith |
| Ensure that **all guards** including **hopper lid guards** (if fitted) are locked or interlocked and in sound condition. |  |  |  |  |  |
| Visually check that the **power take off guard** is fitted and in sound condition. |  |  |  |  |  |
| Visually check the **tow mechanism** is attached to manufacture’s specification and that securing pinions and **safety attachment chains** are in good order. |  |  |  |  |  |
| Verify that the **hydraulic rams**, hoses, couplings and metering mechanism are in sound condition.  |  |  |  |  |  |
| Visually check that **no person or animal** can be endangered when the drill seeder is operated. |  |  |  |  |  |
| Wear appropriate **personal protective equipment** ensuring that it is in sound condition. |  |  |  |  |  |
| Check that the **power take off guard** (if fitted) is in sound condition. |  |  |  |  |  |
| Remove any build-up of **foreign material** from coulters, spacers, hydraulic rams, etc. |  |  |  |  |  |
| Check that the **coulters** are in sound condition and if damaged repair or replace. |  |  |  |  |  |
| Check that the **hopper locks, interlocks** devices (if fitted) are functioning and if damaged repair or replace. |  |  |  |  |  |
| Lightly **lubricate** to manufacturer’s specification. |  |  |  |  |  |
| 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 02/18John Smith |
| **Sem 1**  | **Sem 2** |
| Check that the **towing mechanism**, pinions and securing chains are in sound condition and if damaged repair or replace. |  |  |  |
| Check the **hopper seed** mechanism for damage and either repair or replace. |  |  |  |
| Check that the **coulters shear bolts** are in sound condition and if damaged replace. |  |  |  |
| Check tyre pressure and tighten wheel nuts as required. |  |  |  |
| **Lubricate** to manufacturer’s specification. |  |  |  |
| Check that the **three point linkage** and securing chains (if fitted) are in sound condition.  |  |  |  |
| Check that all **guards** are in sound condition and replace if damaged. |  |  |  |
| Check and service the **hydraulic rams, hoses, spacers** and attachments to manufacturer’s specification.  |  |  |  |
| Check the powder take off **gearbox** (if fitted) and lubricate to manufacturer’s specification. |  |  |  |
| Check that the power take-off shaft **couplings** (if fitted) are in sound condition at both the tractor power-output and gearbox input. |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |

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| --- | --- |
| **Annual check *Date*** ***Signature*** |  / / |
|  |
| **Tick or comment****✓** |
| **Review safety operating procedure** and **update** if necessary. |  |
| **Other:** |  |
| **Other:**  |  |
| **Other:** |  |
| **Other:** |  |
| **Other:** |  |
| **Other:** |  |
| **Follow-up actions** e.g. Yellow line for operator zone repainted14/12 John Smith |
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