|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |
| Visual check of **switches, throttle control, zip starter** and ensure they are functioning.0)0 |  |  |  |  |  |
| Ensure that the **cutting tool** are sharpened, tightened and guarded. |  |  |  |  |  |
| Verify that all **engine guards** are tooled and keyed. |  |  |  |  |  |
| Visually check availability and condition of **personal protective equipment.** |  |  |  |  |  |
| Ensure that the **kill switch** is functioning. |  |  |  |  |  |
| **Visual check** for damage (cracks, broken switches throttle controls etc.) Arrange for immediate repair of any faults. |  |  |  |  |  |
| Check and examine condition of **cutting tool.** |  |  |  |  |  |
| Lubricate lightly according to manufacturer’s **specification.**  |  |  |  |  |  |
| Check the **carburettor** and readjust the idle if required. |  |  |  |  |  |
| Visually check anti-vibration **rubber buffers** are functioning. |  |  |  |  |  |
| 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 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 and **top up** gearbox. |  |  |  |
| **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 the **rubber vibration buffers** are in good condition. |  |  |  |
| **Clear away** all waste from inside and around motor housings, cutting tool, guards, etc. |  |  |  |
| Examine cutting tools for **flaws and correct tension.** Adjust if necessary. |  |  |  |
| Check the **spark plug** and **muffler** replace if required. |  |  |  |
| Check **carburettor** and service if required. |  |  |  |
| Check the **cutting guard** is in sound condition. |  |  |  |
| Other: |  |  |  |
| 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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