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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 |
| Visual check of electrical switches, traffic indicators, rear vision mirrors, reversing hazard indicator and warning light. | |  |  |  |  |  |
| Check **all guards** are secure and operate correctly (check latches/locks, interlocks and **dead man** seat guard if fitted). | |  |  |  |  |  |
| Visually check hydraulic or pneumatic systems are functional and that the lifting forks and mechanism are in good order. | |  |  |  |  |  |
| Visually check that the engine, gears, fuel and lubricating systems are as per manufacturer’s specifications. | |  |  |  |  |  |
| Check availability and condition of **personal protective equipment** and that the **seat belt** isin good condition and functions correctly. | |  |  |  |  |  |
| Ensure that the operator is trained and certified to operate the forklift. | |  |  |  |  |  |
| Conduct **visual check** for damage to **switch gear** (cracks, broken push buttons, etc.) Arrange for immediate repair of any faults | |  |  |  |  |  |
| **Lubricate** lightly according to manufacturer’s specification. | |  |  |  |  |  |
| Check the fuel system 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 the availability of **spare parts, fuel filters, lift fork attachments etc.** | |  |  |  |
| **Lubricate** all points in accordance with the manufacturer's specification. | |  |  |  |
| **Check tyre pressures** and tighten wheel nuts if required. | |  |  |  |
| **Maintain** the forklift according to manufacturer’s specifications. | |  |  |  |
| Check **pneumatic and hydraulic systems** and service as per manufacturer’s specification. | |  |  |  |
| **Clear away** excessive buildup of dirt or grease from in and around the guards, engine components, lifting forks and chains etc. | |  |  |  |
| Check that **fallen object protection systems** (FOPS) is in sound condition. | |  |  |  |
| Other: | |  |  |  |
| Other: | |  |  |  |
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| **Annual check *Date***  ***Signature*** | / / |
|  |
| **Tick or comment** **✓** |
| **Review safety operating procedure** and **update** if necessary. |  |
| **Register** the forklift if required for on road use. |  |
| Provide **training** to new operators or when purchasing a new forklift. |  |
| **Other:** |  |
| **Other:** |  |
| **Other:** |  |
| **Other:** |  |
| **Follow-up actions** e.g. Yellow line for operator zone repainted  14/12 John Smith | |
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