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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**

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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 mains **electrical switches, wiring** and/or **conduit** (cracks, broken controls etc.) Arrange for immediate repair of any faults. | |  |  |  |  |  |
| Verify **all guards** are secure and function correctly (check latches, locks, fasteners and/or interlocks). | |  |  |  |  |  |
| Ensure **workspaces** and **walkways** are **clear** and **unobstructed** and that no **slip-hazards** are present. | |  |  |  |  |  |
| Confirm availability and condition of **personal protective equipment.** | |  |  |  |  |  |
| Conduct **close inspection** for damage to **switch gear.** Test **operation** of **switch gear** (proper function of switch controls). | |  |  |  |  |  |
| **Lubricate** lightly according to manufacturer’s specification. | |  |  |  |  |  |
| Check availability of specific tools for this machine (spanners, allen keys, drifts, soft head hammers etc.) | |  |  |  |  |  |
| Check condition of **suds** (coolant) and pump operation. | |  |  |  |  |  |
| Check **floor space** for oil contamination (coolant spilt on floor should be absorbed with suitable material immediately). | |  |  |  |  |  |
| **Lubricate** lightly according 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 02/18  John Smith |
| **Sem 1** | **Sem 2** |
| Check the availability of **spare parts** e.g. cutters, blades, mops, wheels etc. | |  |  |  |
| **Lubricate** all points in accordance with the manufacturer's specification. | |  |  |  |
| **Clean out** ‘T’ slots in table and all fines, grit, swarf and waste from inside and around housings, cabinets, etc. (Isolate the machine). | |  |  |  |
| Check **position** and **operation** of **table feed stops** and stops on other slides. | |  |  |  |
| **Replace** suds (coolant) totally and **dispose** according to material safety data sheet (MSDS). | |  |  |  |
| **Protect** all **bare metal** surfaces before term shutdown (CRC, WD40, RP7 of similar). | |  |  |  |
| Check **pulleys** for **correct alignment and** check **security** of all **fixed guards** (back gear covers, etc.) | |  |  |  |
| Check **gear train/s** (back gears etc.) for correct **mesh** and **alignment** – adjust if necessary. | |  |  |  |
| Examine **drive belts** for **flaws and correct tension** – adjust if necessary. | |  |  |  |
| Inspect **morse taper sleeves** for **burrs/scratches**. Remove raised metal with an appropriate reamer (internal) or slipstone (external). | |  |  |  |
| **Adjust gib strips** on all slides to manufacturer’s specification. | |  |  |  |
| **Examine** bolts used for **mounting** the motor to the machine. Re-tighten if necessary. | |  |  |  |
| Check the security of **machine mountings** to the floor or base block. | |  |  |  |

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| --- | --- |
| **Annual check *Date***  ***Signature*** | / / |
|  |
| **Tick or comment** **✓** |
| Check condition of **50mm line markings** defining operator zones and access walkways. |  |
| **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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