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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 |
| Check that the **handle** is secured to machine – tighten bolts if required. | |  |  |  |  |  |
| Ensure **locking process** is functioning correcting – shears should be locked-out when not in use. | |  |  |  |  |  |
| Check condition of **blade** for damage and wear – tag-out if required. | |  |  |  |  |  |
| **Lubricate** lightly according to manufacturer’s specification (pivot points and moving parts, etc.) | |  |  |  |  |  |
| Confirm availability and condition of **personal protective equipment.** | |  |  |  |  |  |
| Check that the shears are **secured firmly** to the bench. | |  |  |  |  |  |
| **Test cut** to ensure shears are cutting effectively. | |  |  |  |  |  |
| 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** |
| **Lubricate** all points in accordance with the manufacturer's specification. | |  |  |  |
| **Protect** all **bare metal** surfaces before term shutdown (CRC, WD40, RP7 of similar). | |  |  |  |
| Check that the **handle** is secured to machine – tighten bolts if required. | |  |  |  |
| Ensure **locking process** is functioning correcting – shears should be locked-out when not in use. | |  |  |  |
| Check condition of **blade** for damage and wear – tag-out if required. | |  |  |  |
| **Lubricate** lightly according to manufacturer’s specification (pivot points and moving parts etc.) | |  |  |  |
| Confirm availability and condition of **personal protective equipment.** | |  |  |  |
| Check that the shears are **secured firmly** to the bench. | |  |  |  |
| **Test cut** to ensure shears are cutting effectively. | |  |  |  |
| Other: | |  |  |  |
| Other: | |  |  |  |
| Other: | |  |  |  |
| Other: | |  |  |  |

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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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