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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 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). | |  |  |  |  |  |
| Examine condition of ………………………………Renew if necessary | |  |  |  |  |  |
| Check for ………………………………… | |  |  |  |  |  |
| Check that ………………………………………. | |  |  |  |  |  |
| Check condition and availability of ……………………………… | |  |  |  |  |  |
| Lubricate …………………….(eg CRC, WD40, RP7 etc) | |  |  |  |  |  |
| **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 availability of **spare parts** to ensure spare chuck keys (if used), drills, cutters, belts etc are available | |  |  |  |
| **Lubricate** all points in accordance with the manufacturer's specification | |  |  |  |
| **Protect** all **bare metal** surfaces before Term Shutdown (CRC, WD40, RP7 of similar) | |  |  |  |
| **Clear away** all dust, swarf and waste from inside and around housings, cabinets etc | |  |  |  |
| Examine ………………………………- Adjust if necessary | |  |  |  |
| Check …………………………………..- Adjust if necessary | |  |  |  |
| **Examine** bolts used for……………….. Re-tighten if necessary | |  |  |  |
| Check the security of **Machine Mountings** to the floor or base block | |  |  |  |
| **Inspect………………………**. Remove any ……………………….. | |  |  |  |
| Other: | |  |  |  |
| Other: | |  |  |  |
| Other: | |  |  |  |
| Other: | |  |  |  |

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| --- | --- |
| **Annual check *Date***  ***Signature*** | / / |
|  |
| **Tick or comment** **✓** |
| **Review safety operating procedure** and **update** if necessary. |  |
| Ensure that you have the electric blower **RCD tagged and tested.** |  |
| **Other:** |  |
| **Other:** |  |
| **Other:** |  |
| **Other:** |  |
| **Other:** |  |
| **Follow-up actions** e.g. Yellow line for operator zone repainted  14/12 John Smith | |
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