|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

## **Maintenance record – equipment/machinery**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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) | |  |  |  |  |  |
| Check **mops** for **damage** | |  |  |  |  |  |
| Other: | |  |  |  |  |  |
| Other: | |  |  |  |  |  |
| Other: | |  |  |  |  |  |
| Other: | |  |  |  |  |  |
| Other: | |  |  |  |  |  |
| Other: | |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** e.g. mops, buffing compounds, etc. | |  |  |  |
| **Clear away** all dust from inside and around housings, etc. | |  |  |  |
| Check **security** of all **fixed guards.** | |  |  |  |
| **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. | |  |  |  |
| Other: | |  |  |  |
| Other: | |  |  |  |
| Other: | |  |  |  |
| Other: | |  |  |  |
| Other: | |  |  |  |
| Other: | |  |  |  |
| Other: | |  |  |  |
| Other: | |  |  |  |

|  |  |
| --- | --- |
| **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 | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |