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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 |
| Visually check that the **front spinning disc guards on hopper** (if fitted) and **power take off guard** is in sound condition. | |  |  |  |  |  |
| Visually check and adjust the **fertilizer** **flow lever** or **mechanism** to job requirement. | |  |  |  |  |  |
| Visually check the **three point linkage** (if fitted) is attached to manufacturer’s specification. | |  |  |  |  |  |
| Visually check that **no person or animal** can be endangered when the equipment is operated. | |  |  |  |  |  |
| Verify **MSDS** sheet for respiratory cartridge selection for fertiliser been used and wear appropriate **personal protective equipment**. | |  |  |  |  |  |
| Check the **front spinning disc hopper guards** (if fitted) for damage and remove any build-up of foreign material. | |  |  |  |  |  |
| Remove any build-up of **foreign material** from between the gearbox and the power take off shaft. | |  |  |  |  |  |
| Check the fertilizer anti-cavitation mechanism inside the hopper is in sound condition and access cannot be gained. | |  |  |  |  |  |
| Check the fertilizer flow control mechanism is in sound condition. | |  |  |  |  |  |
| Lightly lubricate the spinning disc mechanism on the hopper or any other moving part to manufacturer’s specification. | |  |  |  |  |  |
| 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 and **lubricate** the power take off shaft (if fitted) to manufacturer’s specification. | |  |  |  |
| Check that the power take off shaft **guard** if fitted is in sound condition and replace if damaged. | |  |  |  |
| Check the hopper spinning disc mechanism is in sound condition. | |  |  |  |
| Check that guards are in sound condition and replace if damaged. | |  |  |  |
| Check the power take off **gearbox** and lubricate to manufacture’s specification. | |  |  |  |
| Check that the power take-off shaft couplings (if fitted) are in sound condition at both the tractor power – output and gearbox input. | |  |  |  |
| Check three point linkage securing chains and/or tow bar attachments (if fitted) are in sound condition. | |  |  |  |
| Check the anti-cavitation inside the hopper, sharpen, or replace if damaged. | |  |  |  |
| Other: | |  |  |  |
| Other: | |  |  |  |
| Other: | |  |  |  |
| Other: | |  |  |  |
| Other: | |  |  |  |

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| **Annual check *Date***  ***Signature*** | / / |
|  |
| **Tick or comment** **✓** |
| **Review safety operating procedure** and **update** if necessary. |  |
| Other: |  |
| Other: |  |
| Other: |  |
| Other: |  |
| Other: |  |
| Other: |  |
| **Follow-up actions** e.g. Yellow line for operator zone repainted  14/12 John Smith | |
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