|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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. | |  |  |  |  |  |
| Ensure **workspaces** and **walkways** are clear and unobstructed and that no **slip-hazards** are present. | |  |  |  |  |  |
| Confirm availability and condition of **personal protective equipment.** | |  |  |  |  |  |
| Check **work surfaces** are in good condition, free from rust and damage. Apply anti-rust spray as required. | |  |  |  |  |  |
| Conduct a **test** to determine correct **switch function** and **clamping pressure** (i.e. pre-clamping and full-clamping). Refer to manufacturer’s specifications. | |  |  |  |  |  |
| Be sure that this machine is operated on a circuit protected by an RCD. | |  |  |  |  |  |
| Check settings of **adjuster controls** at each end of the **clamp bar**. Refer to manufacturer’s specifications for procedure. Clean and adjust if necessary. | |  |  |  |  |  |
| **Lubricate** hinges and backstop bar, lightly according to manufacturer’s specification. | |  |  |  |  |  |
| Check **clamp bar and bending beam** edges are in good condition. Raised burrs should be filed off flush and surfaces rubbed with P200 emery paper. Apply anti-rust spray as required. | |  |  |  |  |  |
| Check that the bending machine is **securely anchored** to the floor. | |  |  |  |  |  |
| 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** |
| Visual check of mains **electrical switches, wiring** and/or **conduit** (cracks, broken controls, etc.) Arrange for immediate repair of any faults. | |  |  |  |
| **Lubricate** all points in accordance with the manufacturer's specification (hinges). | |  |  |  |
| Check **work surfaces** are in good condition, free from rust and damage. Apply anti-rust spray as required. | |  |  |  |
| Check **clamp bar and bending beam** edges are in good condition. Raised burrs should be filed off flush and surfaces rubbed with P200 emery paper. Apply anti-rust spray as required. | |  |  |  |
| Check settings of **adjuster controls** ateach end of **clamp bar**. Refer to ‘User Manual’ for procedure. Adjust if required. | |  |  |  |
| Conduct a **test** to determine correct **switch function** and **clamping pressure (pre-clamping & full-clamping).** Refer to User Manual. | |  |  |  |
| Confirm availability and condition of **personal protective equipment.** | |  |  |  |
| Ensure **workspaces** and **walkways** are **clear** and **unobstructed** and that no **slip-hazards** are present. | |  |  |  |
| 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. |  |
| **RCD checks** and tags. |  |
| Check that the bending machine is **securely anchored** to the floor. |  |
| **Other:** |  |
| **Other:** |  |
| **Other:** |  |
| **Follow-up actions** e.g. Yellow line for operator zone repainted  14/12 John Smith | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |