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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 03/18John Smith |
| Ensure **workspaces** and **walkways** are clear and unobstructed, and that no slip-hazards are present. |  |  |  |  |  |
| Check **work surfaces** are in good condition, free from rust and damage. Apply anti-rust spray as required.  |  |  |  |  |  |
| Conduct a test of the **clamping pressure** of the clamping bar (set to the correct thickness of material to be bent). Adjust as required – refer to manufacturer’s instructions. |  |  |  |  |  |
| **Lubricate** hinges, backstop bar and other moving parts 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 removable **fingers** from the clamping bar fit square and tight when in position and sit parallel to the bending edge when fitted.  |  |  |  |  |  |
| Conduct a test of the clamping bar action and adjust to prevent the fast descent or dropping. Adjust as required to enable **steady control of the clamping bar** by the operator.  |  |  |  |  |  |
| Check the **position of the pan brake** to ensure it can be used safely, particularly if machine is fitted with a counterweight.  |  |  |  |  |  |
| Check that the bending machine is **securely anchored** to the floor or bench. |  |  |  |  |  |
| Confirm availability of **personal protective equipment.** |  |  |  |  |  |
| 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 02/18John Smith |
| **Sem 1**  | **Sem 2** |
| Conduct a test of the **clamping pressure** of the clamping bar (set to the correct thickness of material to be bent). Adjust as required – refer to manufacturer’s instructions. |  |  |  |
| **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.  |  |  |  |
| Conduct a test of the clamping bar action and adjust to prevent the fast descent or dropping. Adjust as required to enable **steady control of the clamping bar** by the operator. |  |  |  |
| 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: |  |  |  |
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| 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. |  |
| Check that the bending machine is **securely anchored** to the floor/bench.  |  |
| **Other:** |  |
| **Other:** |  |
| **Other:** |  |
| **Other:** |  |
| **Follow-up actions** e.g. Yellow line for operator zone repainted14/12 John Smith |
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