|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 03/18  John 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 **blade gap** that is set to the correct thickness of material to be cut and adjust as required as per the manufacturer’s specifications. | |  |  |  |  |  |
| **Lubricate** hinges, backstop bar and other moving parts lightly according to manufacturer’s specification. Refer to ‘user manual’. | |  |  |  |  |  |
| Check **blade and clamping beam** edges are in good condition. If blade is blunt or damaged, organise to be sharpened or replaced). Apply anti-rust spray as required. | |  |  |  |  |  |
| Check **rear guarding** (where fitted) for damage or wear and tear. Lubricate hinges and any other moving parts. | |  |  |  |  |  |
| Check the guillotine is **level** and **securely anchored** to the floor. | |  |  |  |  |  |
| Check that there is a suitable **locking device** to ensure that the machine can be locked-out when not in use and during maintenance. | |  |  |  |  |  |
| Check that the front workpiece/material **guide** support is square to the blade. Adjust as required – refer to manufacturer’s specifications. | |  |  |  |  |  |
| 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** |
| Conduct a test of the **blade gap** that is set to the correct thickness of material to be cut – adjust as required. Refer to manufacturer’s specifications. | |  |  |  |
| **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 **blade and clamping beam** edges are in good condition. If blade blunt or damaged, organise for it to be sharpened or replaced). | |  |  |  |
| Check that the front workpiece/material **guide** support is square to the blade. Adjust as required – refer to manufacturer’s specifications. | |  |  |  |
| Check **rear guarding** (where fitted) for damage or wear and tear. Lubricate hinges and any other moving parts. | |  |  |  |
| Ensure **workspaces** and **walkways** are clear and unobstructed and that no **slip-hazards** are present. | |  |  |  |
| Other: | |  |  |  |
| Other: | |  |  |  |
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| Other: | |  |  |  |
| 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 guillotine is level and **securely anchored** to the floor. |  |
| **Other:** |  |
| **Other:** |  |
| **Other:** |  |
| **Other:** |  |
| **Follow-up actions** e.g. Yellow line for operator zone repainted  14/12 John Smith | |
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