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

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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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[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 03/18John Smith |
| Visual check **electrical switches** and dead man switch are functioning, etc. |  |  |  |  |  |
| Visually check **all guards** are secure and operate correctly (check latches/locks and interlocks if fitted). |  |  |  |  |  |
| Visually check hydraulic or pneumatic systems are functional and that any **V belts** or **gear** mechanism are guarded (if fitted). |  |  |  |  |  |
| Verify that the **engine**, gears, fuel and lubricating systems are as per manufacturer’s specifications. |  |  |  |  |  |
| Ensure that the **catcher** if fitted is secure and functions correctly.  |  |  |  |  |  |
| Check availability and condition of **personal protective equipment** |  |  |  |  |  |
| Check **seat** and **seat belt** in good condition and function correctly |  |  |  |  |  |
| Conduct **visual check** for damage to **switch gear** (cracks, broken push buttons, etc.) Arrange for immediate repair of any faults. |  |  |  |  |  |
| **Lubricate** lightly according to manufacturer’s specification. |  |  |  |  |  |
| **Clear away** excessive build-up of dirt, grass any oil from in and around the guards, engine components or cutting blades, etc. |  |  |  |  |  |
| Parts are well secured, no loose bots or fixings. |  |  |  |  |  |
| 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 02/18John Smith |
| **Sem 1**  | **Sem 2** |
| Conduct **visual check** for damage to **switch gear** (cracks, broken push buttons, etc.) Arrange for immediate repair of any faults. |  |  |  |
| **Lubricate** lightly according to manufacturer’s specification. |  |  |  |
| **Clear away** excessive build-up of dirt, grass, any oil from in and around the guards, engine components or cutting blades, etc. |  |  |  |
| Check that the **catcher** is functional and that latches and securing mechanism are in sound condition. |  |  |  |
| Check **lubricate** and service the ride on mower to manufacturer’s specifications. |  |  |  |
| Check, **pneumatic and hydraulic systems** if fitted. Adjust if necessary or service. |  |  |  |
| Check that the **seat belts and dead man switch** (if fitted) functions and are in good order. |  |  |  |
| Check **seat** and **seat belt** in good condition, supportive and function correctly |  |  |  |
| Check availability and condition of **personal protective equipment** |  |  |  |
| Parts are well secured, no loose bots or fixings. |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |

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| --- | --- |
| **Annual check *Date*** ***Signature*** |  / / |
|  |
| **Tick or comment****✓** |
| **Review safety operating procedure** and **update** if necessary. |  |
| Check seat belt and dead man seat switch are in good sound condition if fitted. |  |
| Check that the **muffler** is in sound condition if not replace. |  |
| Check that the **catcher** is in sound condition, and if damaged repair or replace**.** |  |
| **Other:** |  |
| **Other:** |  |
| **Other:** |  |
| **Follow-up actions** e.g. Yellow line for operator zone repainted14/12 John Smith |
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