|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 03/18John Smith |
| Visual check of mains **electrical switches, wiring** and/or **conduit** (cracks, broken controls etc.) Arrange for immediate repair of any faults. |  |  |  |  |  |
| Verify **all table insert collars** and **bobbins** are available, fit correctly and free from damage.  |  |  |  |  |  |
| Ensure **workspaces** and **walkways** are **clear** and **unobstructed** and that no **slip-hazards** are present. |  |  |  |  |  |
| Confirm availability and condition of **personal protective equipment.** |  |  |  |  |  |
| Ensure that dust extraction is operating and machine housing and ducting doesn’t have a build-up of dust and waste. |  |  |  |  |  |
| Test **operation** of **switch gear** (proper function of switch controls) e.g. E-stop, DOL etc. |  |  |  |  |  |
| **Lubricate** lightly moving parts e.g. table tilt if required – refer to manufacturer’s specification. |  |  |  |  |  |
| **Examine** bolts used for **securing** the machine to the floor/bench. Re-tighten if necessary. |  |  |  |  |  |
| Other: |  |  |  |  |  |
| Other: |  |  |  |  |  |
| Other: |  |  |  |  |  |
| Other: |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |
| Check the availability of **spare parts** e.g. abrasive sleeves, abrasive restorers, etc. |  |  |  |
| **Lubricate** moving parts in accordance with the manufacturer's specification. |  |  |  |
| Check **table insert collars** for each sanding bobbin and tools are available.  |  |  |  |
| Check condition of abrasive surface and spindle thread and shaft of each bobbin.  |  |  |  |
| **Protect** all **bare metal** surfaces before term shutdown (CRC, WD40, RP7 of similar). |  |  |  |
| **Clear away** all dust from inside and around housings, cabinets etc. |  |  |  |
| Examine **drive belts** for **flaws and correct tension** – adjust if necessary. |  |  |  |
| Test **operation** of **switch gear** (proper function of switch controls) e.g. E-stop, DOL etc. – tag-out if necessary. |  |  |  |
| Visual check of mains **electrical switches, wiring** and/or **conduit** (cracks, broken controls etc.) Arrange for immediate repair of any faults. |  |  |  |
| **Examine** bolts used for **securing** the machine to the floor/bench. Re-tighten if necessary. |  |  |  |
| 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. |  |
| **Other:** |  |
| **Other:** |  |
| **Other:** |  |
| **Other:** |  |
| **Other:** |  |
| **Follow-up actions** e.g. Yellow line for operator zone repainted14/12 John Smith |
|  |
|  |
|  |
|  |
|  |
|  |
|  |