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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 03/18  John Smith |
| Visual check of **electrical switches, wiring** and/or **conduit** (cracks, broken controls etc.) Arrange for immediate repair of any faults. | |  |  |  |  |  |
| Verify **all guards** are secure and function correctly (check latches, locks, fasteners and/or interlocks). | |  |  |  |  |  |
| Ensure **workspaces** and **walkways** are **clear** and **unobstructed** and that no **slip-hazards** are present. | |  |  |  |  |  |
| Confirm availability and condition of **personal protective equipment.** | |  |  |  |  |  |
| Check **discs/belts** are in **good condition.** | |  |  |  |  |  |
| Check **dust extraction** equipment **operates efficiently and no build-up** of dust or waste in housing or ducting. | |  |  |  |  |  |
| Conduct **close inspection** for damage to **switch gear.** Test **operation** of **switch gear** e.g.-stop, DOL etc. | |  |  |  |  |  |
| **Lubricate** lightly according to manufacturer’s specification. | |  |  |  |  |  |
| Check **belt tracking** and adjust if necessary. | |  |  |  |  |  |
| Check dust extraction **collection** **hoods** and flexible ducting for **obstructions or build-up** of waste. | |  |  |  |  |  |
| 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** |
| Check the availability of **spare parts** e.g. belts, discs, abrasive restorers, etc. | |  |  |  |
| **Lubricate** all points in accordance with the manufacturer's specification. | |  |  |  |
| Check **swivel head** for operation and **condition – lubricate** andadjust if necessary. | |  |  |  |
| Check condition of **belt fence**, covers and spark deflector, spark trap – replace worn components. | |  |  |  |
| Ensure that **belt** tracking is **adjusted correctly** tooperate smoothly – adjust if necessary refer to operator manual. | |  |  |  |
| **Protect** all **bare metal** surfaces before term shutdown (CRC, WD40, RP7 of similar). | |  |  |  |
| **Clear away** all dust/waste from inside and around housings, spark trap, ducting etc. | |  |  |  |
| Examine **belt** and support roller for **wear** **and correct tension** – replace and/or adjust if necessary. | |  |  |  |
| Check **security** and condition of all **fixed covers and guards.** | |  |  |  |
| Check the security of **machine mountings** to the floor. | |  |  |  |
| 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. |  |
| **Other:** |  |
| **Other:** |  |
| **Other:** |  |
| **Other:** |  |
| **Other:** |  |
| **Follow-up actions** e.g. Yellow line for operator zone repainted  14/12 John Smith | |
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