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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 |
| Check that the **handle** is secured to machine – tighten bolts if required. |  |  |  |  |  |
| Ensure **locking process** is functioning correcting – shears should be locked-out when not in use. |  |  |  |  |  |
| Check condition of **blade** for damage and wear – tag-out if required. |  |  |  |  |  |
| **Lubricate** lightly according to manufacturer’s specification (pivot points and moving parts, etc.) |  |  |  |  |  |
| Confirm availability and condition of **personal protective equipment.** |  |  |  |  |  |
| Check that the shears are **secured firmly** to the bench. |  |  |  |  |  |
| **Test cut** to ensure shears are cutting effectively. |  |  |  |  |  |
| 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** |
| **Lubricate** all points in accordance with the manufacturer's specification. |  |  |  |
| **Protect** all **bare metal** surfaces before term shutdown (CRC, WD40, RP7 of similar). |  |  |  |
| Check that the **handle** is secured to machine – tighten bolts if required. |  |  |  |
| Ensure **locking process** is functioning correcting – shears should be locked-out when not in use. |  |  |  |
| Check condition of **blade** for damage and wear – tag-out if required. |  |  |  |
| **Lubricate** lightly according to manufacturer’s specification (pivot points and moving parts etc.) |  |  |  |
| Confirm availability and condition of **personal protective equipment.** |  |  |  |
| Check that the shears are **secured firmly** to the bench. |  |  |  |
| **Test cut** to ensure shears are cutting effectively. |  |  |  |
| 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. |  |
| **Other:**  |  |
| **Other:** |  |
| **Other:** |  |
| **Other:** |  |
| **Other:** |  |
| **Follow-up actions** e.g. Yellow line for operator zone repainted14/12 John Smith |
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