|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 mains **electrical switches, wiring** and/or **conduit** (cracks, broken controls etc.) Arrange for immediate repair of any faults. | |  |  |  |  |  |
| Ensure **workspaces** and **walkways** are **clear** and **unobstructed** and that no **slip-hazards** are present. | |  |  |  |  |  |
| Check that the welding area is **free from flammable materials.** | |  |  |  |  |  |
| Confirm availability and condition of **personal protective equipment** (e.g. gloves, leather aprons, etc.) | |  |  |  |  |  |
| Check **electrode points** meet and **tips faces** are clean and parallel. Clean and adjust if necessary. | |  |  |  |  |  |
| Conduct a **test weld** to determine correct **switch function** and **clamping pressure**. | |  |  |  |  |  |
| Check the condition of **hoses** and **fitting** for the water cooling system (where fitted) – visual check for damage to **hoses** e.g. **cracked**, **abraded** or perished. | |  |  |  |  |  |
| **Lubricate** lightly according to manufacturer’s specification. | |  |  |  |  |  |
| Check the security of **machine mountings** to the floor. | |  |  |  |  |  |
| Other: | |  |  |  |  |  |
| 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** |
| Check the availability of **spare parts** e.g. arms, tips, hoses, etc. | |  |  |  |
| Check **condition** of personal protective equipment e.g. gloves, leather apron – replace if required. | |  |  |  |
| Visual check of **electrical switch panel, wiring** and/or **conduit** (cracks, broken controls, etc.) Arrange for immediate repair of any faults. | |  |  |  |
| Ensure **workspaces** and **walkways** are **clear** and **unobstructed** and that no **slip-hazards** are present. | |  |  |  |
| Check that the welding area is **free from flammable materials.** | |  |  |  |
| Confirm availability and condition of **personal protective equipment** (e.g. gloves, leather aprons, etc.) | |  |  |  |
| Check **electrode points** meet and **tips faces** are clean and parallel. Clean and adjust if necessary. | |  |  |  |
| Conduct a **test weld** to determine correct **switch function** and **clamping pressure**. | |  |  |  |
| Check the condition of **hoses** and **fitting** for the water cooling system (where fitted) – visual check for damage to **hoses** e.g. **cracked**, **abraded** or perished. | |  |  |  |
| **Lubricate** lightly according to manufacturer’s specification. | |  |  |  |
| 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. |  |
| Ensure extraction **airflow rate** is tested. |  |
| **Other:** |  |
| **Other:** |  |
| **Other:** |  |
| **Other:** |  |
| **Follow-up actions** e.g. Yellow line for operator zone repainted  14/12 John Smith | |
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