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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**

[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 inspection** switches**,** throttle control, zip starteretc. to ensure these are in sound condition and there are no leaks present. Arrange for immediate repair of any faults. |  |  |  |  |  |
| Verify **all guards** are secure and function correctly  |  |  |  |  |  |
| Verify the **chain-brake**, chain-catcher function before commencing work. |  |  |  |  |  |
| Confirm availability and condition of **personal protective equipment** |  |  |  |  |  |
| Ensure that no person or animal can be endangered before operating. |  |  |  |  |  |
| Ensure **work spaces** are **clear** and **unobstructed** and that no **slip/trip-hazards** are present |  |  |  |  |  |
| Ensure **saw** **chain**, and **guide** **bar** are in good condition before use |  |  |  |  |  |
| Conduct **close inspection** for damage to **switch gear.** Test **operation** of **switch gear** (proper function of switch controls) |  |  |  |  |  |
| Check and examine condition of chain **saw** and chain **sprocket.** |  |  |  |  |  |
| Check **chain**/**bar** **lubricant**. Top up as necessary. |  |  |  |  |  |
| Clean **air** **filter**. Replace if damaged. |  |  |  |  |  |
| **Lubricate** lightly according to manufacturer’s specification. |  |  |  |  |  |
| 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** |
| Check the availability of **spare parts** e.g. chains, sprockets etc. |  |  |  |
| **Lubricate** all points in accordance with the manufacturer's specification. |  |  |  |
| Check the rubber **vibration buffers** are in good condition (if fitted). |  |  |  |
| Check carburettor **idle** **adjustment**. Adjust to manufacturer’s recommendation. |  |  |  |
| Check **spark** **arrester** screen. Clean or replace as required. |  |  |  |
| **Re**-**tighten** all accessible screws and nuts (except for adjusting screws). |  |  |  |
| **Clear away** all waste from inside and around motor housings, etc. |  |  |  |
| Clean **cylinder** **fins** and **cooling** **inlets.** |  |  |  |
| Examine chainsaw drive for **flaws and correct tension.** Adjust if necessary. |  |  |  |
| Check chain for **correct alignment, sharpness and tension** – service and adjust if necessary. |  |  |  |
| Readjust **idle** as and clean **fuel** **tank**. |  |  |  |
| Check chainsaw sharpness. |  |  |  |
| Conduct **any other service requirements** according to manufacturer’s recommendation. |  |  |  |

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| **Annual check *Date*** ***Signature*** |  / / |
|  |
| **Tick or comment****✓** |
| **Review safety operating procedure** and **update** if necessary. |  |
| Other: |  |
| Other:  |  |
| Other: |  |
| Other: |  |
| Other: |  |
| Other: |  |
| **Follow-up actions** e.g. Yellow line for operator zone repainted14/12 John Smith |
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