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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 mains **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.** | |  |  |  |  |  |
| Conduct **close inspection** for damage to **switch gear.** Test **operation** of **switch gear** (proper function of switch controls). | |  |  |  |  |  |
| Examine condition of chuck key and ensure it operates the chuck properly.  Renew if necessary. | |  |  |  |  |  |
| Check for integrity of column safety collar. | |  |  |  |  |  |
| Check that table adjustment can be operated freely. | |  |  |  |  |  |
| Check condition and availability of twist drills, spade bits, hole saws. | |  |  |  |  |  |
| Lubricate column (e.g. CRC, WD40, RP7 etc.) | |  |  |  |  |  |
| **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 02/18  John Smith |
| **Sem 1** | **Sem 2** |
| Check availability of **spare parts** to ensure spare chuck keys (if used), drills, cutters, belts etc. are available. | |  |  |  |
| **Lubricate** all points in accordance with the manufacturer's specification (quill, rack and pinion). | |  |  |  |
| **Protect** all **bare metal** surfaces before term shutdown (CRC, WD40, RP7 of similar). | |  |  |  |
| **Clear away** all dust and waste from inside and around housings, cabinets, etc. | |  |  |  |
| Examine **drive belts** for **flaws and correct tension** – adjust if necessary. | |  |  |  |
| Check **pulleys** for **correct alignment** – adjust if necessary. | |  |  |  |
| **Examine** bolts used for **mounting** the motor to the machine. Re-tighten if necessary. | |  |  |  |
| Check the security of **machine mountings** to the floor or base block. | |  |  |  |
| **Inspect** internal **morse tapers** for burrs/scratches. Remove any raised metal with appropriate reamer. | |  |  |  |
| Other: | |  |  |  |
| Other: | |  |  |  |
| 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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