|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

## **Maintenance record – equipment/machinery**

|  |
| --- |
| **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 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: |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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. 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:  |  |  |  |

|  |  |
| --- | --- |
| **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 |
|  |
|  |
|  |
|  |
|  |
|  |
|  |