



# EQUIPMENT / MACHINERY CHECKLIST

School Name



Equipment

Make/Model & Edquip No

Location/Room

Name of Staff Member

Year

**These checks are recommended prior to equipment use to ensure suitability for the task.**

REGULAR EQUIPMENT CHECKS	Date	/	/	/	/	Follow-up Actions
	Signature	Tick or comment	Tick or comment	Tick or comment	Tick or comment	
		✓	✓	✓	✓	Eg. Cracked blade replaced 03/10 John Smith
Visual inspection switches, throttle control, zip starter etc, to ensure these are in sound condition and 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:						
Other:						
Other:						
Other:						

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	Signature			
		Tick or comment ✓ Sem 1	Tick or comment ✓ Sem 2	Eg. Blade & pulley alignment adjusted 02/10 <i>John Smith</i>
Check the availability of <b>spare parts</b> i.e. chains, sprockets etc				
<b>Lubricate</b> all points in accordance with the manufacturer's specification				
Check the rubber <b>vibration buffers</b> are in good condition. (If fitted)				
Check carburettor <b>idle adjustment</b> . Adjust to manufacturer's recommendation				
Check <b>spark arrester</b> screen. Clean or replace as required.				
<b>Re-tighten</b> all accessible screws and nuts (except for adjusting screws)				
<b>Clear away</b> all waste from inside and around motor housings, etc				
Clean <b>cylinder fins</b> and <b>cooling inlets</b> .				
Examine chainsaw drive for <b>Flaws &amp; Correct Tension</b> - Adjust if necessary				
Check chain for <b>correct Alignment, sharpness and Tension</b> – service and adjust if necessary				
Readjust <b>idle</b> as and Clean <b>fuel tank</b> required.				
Check chainsaw sharpness				
Conduct <b>any other service requirements</b> according to manufacturer's recommendation				

ANNUAL CHECK	Date	/
	Signature	
		Tick or comment ✓
<b>Review Safety Operating Procedure</b> and <b>update</b> if necessary		
<b>Other:</b>		
<b>Follow-up Actions</b>	eg. Yellow line for operator zone repainted 14/12 <i>John Smith</i>	



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		✓	✓	✓	✓	Eg. Cracked blade replaced 03/10 <i>John Smith</i>
Verify <b>Switches, throttle control, zip starter</b> and <b>reverse gear mechanisms</b> are in sound condition and functioning.						
Verify <b>all Guards</b> are secure and function correctly (Check latches, locks, fasteners and/or interlocks)						
Visually check that the <b>blower attachment</b> and <b>vacuum bag</b> are secure and in good condition						
Confirm availability and condition of <b>Personal Protective Equipment</b>						
Visually check that the <b>shoulder strap</b> attachment is in sound condition						
Ensure that <b>no person</b> or <b>animal</b> can be <b>endangered</b> when operated						
Conduct <b>close inspection</b> for damage to <b>Switch Gear</b> Test <b>operation</b> of <b>Switch Gear</b> (Proper function of switch controls)						
<b>Lubricate</b> lightly according to manufacturer's specification						
Check the <b>carburettor</b> and readjust the idle screw if required.						
<b>Clear away</b> all foreign material from inside and around motor housings and guards etc						
Verify anti vibration <b>Rubber Buffers</b> are functioning (if fitted)						
Check condition of vacuum blower reverse <b>switching mechanism</b> and repair or replace if damaged.						
Other:						
Other:						
Other:						

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	Signature			
	Tick or comment ✓ Sem 1	Tick or comment ✓ Sem 2		
Check the availability of <b>spare parts</b> i.e. air filters, fuel filter and spark plug etc				
<b>Lubricate</b> all points in accordance with the manufacturer's specification				
<b>Protect</b> all <b>bare metal</b> surfaces before Term Shutdown (CRC, WD40, RP7 of similar)				
Check the <b>filter</b> in the <b>fuel tank</b> and replace if required.				
Check that the <b>zip starter</b> and <b>throttle controls</b> are functioning and repair or replace if damaged,.				
Verify <b>rubber anti vibration buffers</b> are in good condition (if fitted)				
Check the <b>spark plug</b> and <b>muffler</b> replace if required				
Check <b>carburettor</b> and service if required.				
Check the <b>vacuum attachment bag and mechanism</b> is in sound condition and if damaged replace.				
Service the <b>motor</b> to manufacturer's specification.				
Other:				
Other:				
Other:				

ANNUAL CHECK	Date	/
	Signature	
	Tick or comment ✓	
Check that the <b>shoulder strap</b> is in sound condition and replace if damaged		
<b>Review Safety Operating Procedure</b> and <b>update</b> if necessary		
<b>Other:</b>		
<b>Follow-up Actions</b>	eg. Yellow line for operator zone repainted 14/12 <i>John Smith</i>	



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	Signature	Tick or comment ✓	Tick or comment ✓	Tick or comment ✓	Tick or comment ✓	
Visual check of mains <b>Electrical Switches, Wiring</b> and/or <b>Conduit</b> (Cracks, broken controls etc.) Arrange for immediate repair of any faults						Eg. Cracked blade replaced 03/10 <i>John Smith</i>
Verify <b>all Guards and Eye Shields</b> are secure and function correctly						
Make sure that wheels are not <b>Chipped, Clogged</b> (Loaded), <b>Glazed</b> or <b>Cracked</b> Cracked Wheels must be <b>REPLACED</b> immediately						
Ensure <b>workspaces</b> and <b>walk-ways</b> are <b>clear</b> and <b>unobstructed</b> and that no <b>slip-hazards</b> are present						
Confirm availability and condition of <b>Personal Protective Equipment</b>						
Conduct <b>close inspection</b> for damage to <b>Switch Gear</b> Test <b>operation</b> of <b>Switch Gear</b> (Proper function of switch controls)						
Where fitted : Check Grit / Fume <b>Extraction Hoods</b> and <b>Ducting</b> for obstructions						
If necessary <b>Dress</b> Grinding Wheels with appropriate wheel dresser						
<b>Reset Spark Arresters</b> after any wheel dressing No greater than 2mm gap						
Check that the <b>Tool Rests</b> are as close as possible to the wheel. <b>No greater than 1.5 mm gap</b> Reset if necessary						
Where used: Check <b>Coolant</b> Reservoirs for adequate clean coolant						
Other:						
Other:						
Other:						
Other:						

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		Tick or comment ✓ Sem 1	Tick or comment ✓ Sem 2	Eg. Blade & pulley alignment adjusted 02/10 <i>John Smith</i>
Check the availability of <b>spare parts</b> i.e. eye shields, spark arresters, grinding wheels, etc.				
<b>Lubricate</b> all points in accordance with the manufacturer's specification				
<b>Protect</b> all <b>bare metal</b> surfaces before Term Shutdown (CRC, WD40, RP7 of similar)				
<b>Clear away</b> all Grit Build Up and Waste from the grinder Housings, Tool Rests, Spark Arresters etc				
Check <b>security</b> of all <b>Fixed Guards</b>				
Check the security of <b>Machine Mountings</b> to the stand, floor or base block				
Other:				

ANNUAL CHECK	Date	/
	Signature	
		Tick or comment ✓
Check condition of <b>50mm line markings</b> defining Operator Zones and Access Walkways		
<b>Review Safety Operating Procedure</b> and <b>update</b> if necessary		
<b>Other:</b>		
<b>Follow-up Actions</b>	eg. Yellow line for operator zone repainted 14/12 <i>John Smith</i>	



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		✓	✓	✓	✓	Eg. Cracked blade replaced 03/10 John Smith
Visual check of <b>Electrical Switches</b> and dead man switch are functioning etc.						
Visually check <b>All Guards</b> are secure and operate correctly (Check latches/locks and interlocks if fitted).						
Visually check hydraulic or pneumatic systems are functional and that any <b>V belts</b> or <b>gear</b> mechanism are guarded if fitted.						
Verify that the <b>engine</b> , gears, fuel and lubricating systems are as per manufacture's specifications.						
Ensure that the <b>catcher</b> if fitted is secure and functions correctly.						
Check availability and condition of <b>Personal Protective Equipment</b> and that the <b>seat belt</b> is in good condition and functions correctly.						
Conduct <b>visual check</b> for damage to <b>Switch Gear</b> (Cracks, broken Push Buttons etc.) Arrange for immediate repair of any faults						
<b>Lubricate</b> lightly according to manufacturer's specification						
<b>Clear away</b> excessive build up of dirt, grass any oil from in and around the guards, engine components or cutting blades etc.						
Check that the <b>catcher</b> is functional and that latches and securing mechanism are in sound condition.						
Other:						
Other:						
Other:						
Other:						
Other:						

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	Signature			
	Tick or comment	✓ Sem 1	Tick or comment	✓ Sem 2
				Eg. Blade & pulley alignment adjusted 02/10 <i>John Smith</i>
Conduct <b>visual check</b> for damage to <b>Switch Gear</b> (Cracks, broken Push Buttons etc.) Arrange for immediate repair of any faults				
<b>Lubricate</b> lightly according to manufacturer's specification				
<b>Clear away</b> excessive build up of dirt, grass any oil from in and around the guards, engine components or cutting blades etc.				
Check that the <b>catcher</b> is functional and that latches and securing mechanism are in sound condition.				
Check <b>lubricate</b> and service the ride on mower to manufacturer's specifications.				
Check, <b>pneumatic and hydraulic systems</b> if fitted - Adjust if necessary or service.				
Check that the <b>seat belts and dead man switch</b> if fitted functions and are in good order.				
Check the condition of <b>muffler</b> , and <b>spark plug</b> and replace if damaged.				
Other:				

ANNUAL CHECK	Date	/
	Signature	
	Tick or comment	✓
<b>Review Safety Operating Procedure</b> and <b>update</b> if necessary		
Check seat belt and dead man seat switch are in good sound condition if fitted.		
Check that the <b>muffler</b> is in sound condition if not replace		
Check that the <b>catcher</b> is in sound condition if damaged repair or replace.		
<b>Other:</b>		
<b>Other:</b>		
<b>Other:</b>		
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Visually check the <b>3 point linkage</b> is attached to manufacture's specification and that securing pinions and <b>safety attachment chains</b> are in good order.		✓	✓	✓	✓	Eg. Cracked blade replaced 03/10 <i>John Smith</i>
Visually check that the <b>Power Take off Guard</b> is fitted and in sound condition.						
Visually check that the perimeter guards are in sound condition if fitted						
Visually check that <b>no person or animal</b> can be endangered when the rotary slasher is operated						
Wear appropriate Personal Protective Equipment (PPE) ensuring that it is in sound condition.						
Check that the blades and fasteners are in sound condition and replace if damaged						
Remove any build up of <b>foreign material</b> from between the gear box and Power Take Off Shaft.						
Other:						
Other:						
Other:						
Other:						
Other:						
Other:						
Other:						
Other:						

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Check and <b>lubricate</b> the Power Take off Shaft to manufacture's specification.				
Check that the Power Take off Shaft <b>guard</b> is in sound condition and replace if damaged.				
Check that guards are in sound condition and replace if damaged.				
Check the <b>gearbox</b> and lubricate to manufacture's specification.				
Check that the Power Take-off Shaft couplings are in sound condition at both the tractor power- output and gearbox input.				
Other:				

ANNUAL CHECK	Date	/
	Signature	
	Tick or comment ✓	
Review Safety Operating Procedure and <b>update</b> if necessary		
Other:		
<b>Follow-up Actions</b> <small>eg. Yellow line for operator zone repainted</small> <i>14/12 John Smith</i>		