General Maintenance Schedule/Checklist

**Name: Date: Location:**

**Machine serial no.: TC no.:**

**IMPORTANT NOTE: Ensure system is isolated/locked off where possible when carrying out below inspections.**

|  |
| --- |
| **DAILY PRE-USE INSPECTION**At the beginning of each shift or working day that the equipment is in use follow the routine inspections below |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **INSPECTION** | **CHECKED BY** | **COMPLETED** | **REFERENCE** | **SIGNATURE** | **COMMENTS** |
| Visually check that no electrical equipment is exposed to contamination by oil, grease, water or dirt. | Operator | Yes/No | See **Vacuum Pump** technical datasheet within operation and maintenance manual |  |  |
| Start up the system without load and check for visual problems | Operator | Yes/No | See **Operating Instructions** within operation and maintenance manual |  |  |
| Check correct function of all controls without load. | Operator | Yes/No |  |  |
| Start up the System and check for audible problems | Operator | Yes/No |  |  |
| Perform de-vacuum or drop test  | Operator | Yes/No | Time taken for lifter to reach bottom of stroke should be minimum of 8 seconds with vacuum control valve closed |  |  |
| Visually check the condition of the vacuum hose and lift tube for wear, tears or holes | Operator | Yes/No | See **Lift Tube** technical datasheet within operation and maintenance manual |  |  |
| Visually check the vacuum suction pads show no signs of damage. | Operator | Yes/No | See **Suction Foot** technical datasheet within this manual |  |  |
| Visually check attachment point(s) for attaching vacuum lifting device to the gantry for signs of damage. i.e. Load trolley Pin or Suspension Bolt | Operator | Yes/No | See **Gantry** technical datasheet within operation and maintenance manual |  |  |
| Perform vacuum level checks | Operator | Yes/No | See **Testing Vacuum Levels** within operation and maintenance manual |  |  |
| Check stability of vacuum levels throughout system | Operator | Yes/No | Vacuum levels should not fluctuate through full range of movement. |  |  |

|  |
| --- |
| **MONTHLY INSPECTION**Once a month, when the equipment is in use, **in addition** to the checks recommended in above the following checks should be carried out: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **INSPECTION** | **CHECKED BY** | **CHECKLIST** | **REFERENCE** | **SIGNATURE** | **COMMENTS** |
| Check the filter. Clean or replace as applicable | Maintenance | Yes/No | See **Filter** Technical Datasheet contained within this manual |  |  |
| Check Security Of Quick Release Coupling Clips if applicable | Maintenance | Yes/No | See **Quick Release Coupling** Technical Datasheet contained within this manual |  |  |
| Check adjustment off Quick Release Coupling Clips if applicable | Maintenance | Yes/No |  |  |

|  |
| --- |
| **3 MONTHLY INSPECTION**Once every three months, when the equipment is in use, **in addition** to the checks recommended in above the following checks should be carried out: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **INSPECTION** | **CHECKED BY** | **CHECKLIST** | **REFERENCE** | **SIGNATURE** | **COMMENTS** |
| Check the security of retaining pins on the Load Trolley and replace immediately if they show any sign of damage | Maintenance | Yes/No | See **Gantry** Technical Datasheet contained within this manual |  |  |
| Check Trolley wheels rotate freely | Maintenance | Yes/No |  |  |
| Examine the suspension lug of the Top Rotary for wear | Maintenance | Yes/No |  |  |
| Examine the top hat seal on the Top Rotary for Wear | Maintenance | Yes/No | **SIGNATURE** | **COMMENTS** |
| Examine wear bush where fitted and replace immediately if worn through | Maintenance | Yes/No |  |  |
| Check Lubrication of Jib Bushes | Maintenance | Yes/No |  |  |
| Check security of Jib Retaining Screw and its associated safety plate | Maintenance | Yes/No |  |  |

|  |
| --- |
| **ANNUAL INSPECTION****In addition** to the **checks** recommended in the above the following checks should be carried out.Please note the inspections below do not replace the Thorough Examination as required by LOLER 98 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **INSPECTION** | **CHECKED BY** | **CHECKLIST** | **REFERENCE** | **SIGNATURE** | **COMMENTS** |
| Markings | Maintenance | Yes/No | See **Gantry** Technical Datasheet contained within this manual |  |  |
| Check condition of the Gantry | Maintenance | Yes/No |  |  |
| Check the condition of the track | Maintenance | Yes/No |  |  |
| Check Cleanliness of the Track System | Maintenance | Yes/No |  |  |
| Check the security of the End Stop | Maintenance | Yes/No |  |  |
| Check that the serial number and capacity label still visible on the machine | Maintenance | Yes/No |  |  |
| Check that the operating instructions are still present and available to the operator   | Maintenance | Yes/No | See **Operating Instructions** contained within this manual |  |  |

**Additional comments:**

|  |
| --- |
|  |

**Further actions:**

|  |
| --- |
|  |