

## Record Sheet 4(example)

### Process Inspection and Maintenance Record

This record sheet may be used to describe all the procedures and corrective actions to be taken in relation to process inspection and maintenance, from the acceptance of input materials to dispatch of digestate. This is required by section 7.3.1 of PAS110. If an alternative recording system is in place, ensure that all the necessary information is included.

Date	Process step	Equipment checked	Initials	Maintenance required? Y or N	Maintenance undertaken	Date	Initials
1/2/10	Acceptance of inputs	Bobcat	JC	Y	Greased loader bearings	1/2/10	JC
1/2/10	Pre-digestion conditioning	Belt elevators	NT	N			
1/2/10	Pre-digestion conditioning	Shredder	NT	Y	Greased bearings	1/2/10	NT
2/2/10	Pre-digestion conditioning	Conditioning tank transfer pump	NT	N			
2/2/10	Pre-digestion conditioning	Biofilter	NT	N			
2/2/10	Pre-digestion buffer tank	Tank mixing compressor	NT	N			
2/2/10	Digester	Digester feed pump	NT	Y	Greased bearings	2/2/10	NT
2/2/10	Digester	Digester heat circulation pump	NT	Y	Greased bearings	2/2/10	NT
2/2/10	Digester	Digester discharge pump	NT	N			
2/2/10	Pasteuriser	Pasteuriser circulation pump	NT	N			
2/2/10	Pasteuriser	Pasteuriser discharge pump	NT	N			