

Record Sheet 9 (example) Processing Equipment Checks

This form may be used to specify what checks must be carried out, on process equipment, when they should be performed and to record the results of the checks. If an alternative recording system is in place, ensure that all the necessary information is included.

Complete a new sheet for each individual piece of equipment.

Key Equipment:

Equipment Describe or specify	Pre digestion shredder
Checks to be carried out	Blades have sufficient ware left. Chop length is correctly set. Mountings are secure. Metal detector is working.
Timescale or frequency of checks	Weekly
Contingency arrangements in the event of failure	Spare blades, mounting bolts and metal detector are available in the workshop.

Checks

Date	Checked by	Results of check
1/2/10	KP	Blades and chop length OK. Mounting bolts tight. Metal detector working.
8/2/10	KP	Chop length fine but blades may need changing next week, plenty in stock. Mounting bolts tight. Metal detector working.