

## Record Sheet 4

### 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