

The Department of Electrical and Electronic Engineering

Equipment Maintenance Procedure

1. Overview

A mandatory requirement for maintaining accreditation to the University SaftyMap system is the documentation of all alterations, servicing, maintenance and repair of “plant”. All “plant”, which includes Tools, implements, machinery, plant and appliances need to have all maintenance repairs logged. Implements, tools appliances and equipment that are maintained by department personnel, need to have documentation that records such maintenance or repairs. This includes replacement and exchange of major computer components.

2. Returning equipment to service

A competent person must verify that plant and equipment is safe before it is returned to service after repair or alteration.

All mains powered equipment that has been altered or repaired must be retested for compliance to Australian Standards on electrical safety before it is returned to service.

3. Maintaining records

In order to comply with requirements all equipment maintenance will be documented in the ‘Hardcat’ asset database.

1. Where an asset is under maintenance contract relevant entries such as dates (from/to), maintainer (from the supplier list), condition and reference type can added in the maintenance screen.
2. Where equipment is repaired or serviced other than under contract date, condition, maintainer and reference (eg repaired/serviced) must be added to in the maintenance screen. Specific information on the repairs/service and costs needs to be added in the more text box. A search for maintenance dates will enable identification any equipment that has been repaired/serviced easily and once identified the records can be examined individually as required.

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Hardcat Maintenance Screen

Edit Details of Asset "02280"

Asset Code: 02280 Bar Code: 02280

Serial No.:

Products...

Asset Type... Microwave Oven

Description: Whirlpool M510 800W [More Text...](#)

Details | Finance | Presets | Files | Maintenance | Attached | History

Cost: \$20.00 Date: Date From... 14/07/2003 Issue Date...
Per: Year Date To... 31/07/2003 Return Date...

Reference: Repaired Condition: Good

Maintainer... EE Workshop

Service Level...

Maintenance... Maintain Install Date... 25/05/2000

Text Details of Asset 02280

Replaced Broken Timer Knob (GB)