



SAFETY, HEALTH, ROAD TRANSPORT, ENVIRONMENTAL & QUALITY STANDARD
SCHEDULE: QUARTERLY PLANT MAINTENANCE

COMPANY NAME		PLANT NAME	
LOCATION		PLANT NUMBER	
MECHANIC NAME		MECHANIC SURNAME	
MONTH		YEAR	

AT LEAST FOUR TIMES PER YEAR, THE FOLLOWING ITEMS ARE CHECKED/ MAINTAINED

Entry Item	Detailed check	Date checked	Status / Comments	Date scheduled for repair	Date repaired	Repaired by	Signed off by Plant Manager	
							Signature	Date
Conveyor No 1 and No 2	Condition of motor and v-belts or couplings							
	Gearbox oil level and condition							
Aggregate bin	Check bin condition							
	Check all liners							
Loading bin	Check bin condition and liners							
Silos	All filters clean?							
	Silo clean on top?							
	Cat ladders boom-arm closed (at all times)							
	Check valve condition							
Compressors	Clear water drains in airlines							
	Check oil levels							
	Check belt tension							
Batch room	Computer and electrical boxes cleaned with air?							
	Check all connections							
All rubber socks	Check truck loading point sock							
All bearings	Bearings kept clean?							
	Change bearing if casting is cracked							

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	Replace all grease nipples, if needed							
Screw conveyors	Check motor couplings							
	Check bearings							
If checks, maintenance and repairs were not carried out as recorded in the table above, define corrective/preventive action taken:							Closed off by	Date

ADDITIONAL CHECKS AND REPAIRS required (<i>when needed or bi-annually</i>)								
Item	Frequency	Date checked	Status / Comments	Date scheduled for repair	Date repaired	Repaired by	Signed off by Plant Manager	
							Signature	Date
Check screw blades	Bi-annually							
Any additional checks required?								
If additional checks and repairs were not carried out as recorded in the table above, define corrective/preventive action taken:							Closed off by	Date

MECHANIC SIGNATURE		DATE	
MANAGER SIGNATURE		DATE	