

MONTHLY MAINTENANCE CHECKLIST



| | | | |
|-----------------|---|----------------|--|
| Company Name: | Medisort Limited | Checker: | |
| Office Address: | Unit A Fort Rd, Littlehampton, W Sussex. BN17 7QU | Month / Year: | |
| Reference: | H003.32 | Issue 4 | Date: Page 1 of 1 |

All defects or problems found during checks and inspections must be recorded on this form. The completed form must be handed to the Plant Manager who must enter remedial action taken. All records of plant repair and maintenance will be kept for a minimum of two years.

| Plant | Task Detail | Y/N | Comment |
|---------------------------------|---|-----|---------|
| Autoclave | Wash inside of vessel | | |
| | Check for correct functioning of door interlocks | | |
| | Check for corrosion | | |
| | Check and clean out drains | | |
| | Check condition & function of isolation padlock | | |
| Shredder and Cart Tipper | Check cutters for wear | | |
| | Rotate cutters if necessary | | |
| | Check condition & function of isolation padlock | | |
| Bin Washer | Tornado Tank Level (Reading) | | |
| | Check condition & function of isolation padlock (Y/N) | | |
| Bin Tipper | Check condition & function of isolation padlock | | |
| Boiler | Check condition & function of isolation padlock | | |
| Consumables store | Check for water-tightness | | |
| | Check the stocks sheets for accuracy | | |
| Building | Fire extinguishers in place & secure | | |
| | All emergency lighting function test | | |
| | Cold taps run at below 20°C and hot taps run above 50°C within one minute | | |

Rectifications made (use reverse of sheet if necessary)

Rectifications checked and this record filed by.....

Issue No: 4

Issue Date: Jun 16

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See Intranet for current version

Forms & Assessments
Manual