

Equipment Inspection and Maintenance Best Practices

Introduction

Proper equipment maintenance is essential for operational efficiency, workplace safety, and regulatory compliance. Organisations that implement structured maintenance programs can reduce equipment failures and improve productivity.

This guidance note outlines best practices for equipment inspection and maintenance.

Importance of Preventative Maintenance

Preventative maintenance involves regularly scheduled inspections and servicing to ensure equipment operates efficiently and safely.

Benefits include:

- **Reduced equipment downtime**
 - **Improved operational reliability**
 - **Extended equipment lifespan**
 - **Enhanced workplace safety**
 - **Improved compliance with regulatory standards**
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Establishing Maintenance Schedules

Organisations should establish maintenance schedules based on:

- **Manufacturer recommendations**
- **Equipment usage levels**
- **Environmental conditions**
- **Regulatory requirements**

Maintenance schedules should clearly outline inspection intervals and service requirements.

Inspection Procedures

Routine inspections should focus on identifying early signs of equipment failure.

Inspectors should look for:

- **Unusual noises or vibrations**
- **Visible wear or damage**

- **Overheating components**
- **Loose connections or fittings**
- **Fluid leaks**

Early identification of these issues can prevent more serious equipment failures.

Record Keeping

Maintenance activities should always be documented.

Maintenance records should include:

- **Inspection dates**
- **Description of work performed**
- **Parts replaced**
- **Observed issues**
- **Technician responsible**

These records help demonstrate compliance and support future maintenance planning.

Conclusion

A well-structured equipment maintenance program improves reliability, safety, and compliance. Regular inspections and accurate documentation help organisations maintain operational efficiency while reducing the risk of unexpected failures.