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| **SCHOOL/BRANCH RECORDS** |

**Records to be kept by the School/Branch**

(**Note** that records are to be kept in a format or in a known location (to all applicable workers) which can be easily retrievable if required to be viewed by the University or a Regulatory organisations e.g. SafeWork SA).

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| **Document(s)** | **Required information** | **Comments** |
| Plant/Equipment records (excluding electrical testing). | Registrations, tests, inspections, maintenance, commissioning, decommissioning, dismantling and alterations of plant/equipment. | * To be kept for the life of the plant/equipment. * A copy given to the new owner if the plant/equipment is transferred (see [Appendix J](#AppendixJ)). |
| Electrical testing records (including RCDs). | Supplied by the electrical tester. | * To be retained until the next test or the device is disposed of. |
| Risk Assessments and SOPs (where required). |  | * Reviewed every 5 years; after an incident or change to the process. * A copy is to be given to the new owner if the plant/equipment is transferred (see [Appendix J](#AppendixJ)) |
| Licences and qualifications (where applicable, see [Appendix E](#AppendixE)). |  |  |
| Processes for testing, maintenance, inspection and calibration reports (where these activities are conducted in-house). | * Standards against which plant/equipment should be inspected. * The frequency of inspections. * Critical safety processes to be followed during inspections (e.g. isolated process). * The process for different types of inspections (required by manufacturer’s instructions). * Results of tests or location of where the results are kept. |  |
| Specific Local Training/Induction records (for plant/equipment which requires training and supervision to operate it safely) | * Name and signature of the worker. * Training description. * Name of trainer. * Date of training. | See HSW Handbook Chapter [Provision of information, instruction and training.](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/hsw-information-instruction-training-handbook-chapter) |

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**APPENDIX I (Page 2 of 2)**

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| **SCHOOL/BRANCH RECORDS** |

**Records to be kept by the School/Branch continued**

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| **Document(s)** | **Required information** | **Comments** |
| Presence-sensing safe guarding Records | * Safety integrity tests * Inspections * Maintenance * Commissioning and decommissioning * Dismantling and alterations | Must be kept for 5 years |
| Disposal | * See [Appendix J](#AppendixJ) | Must be kept for 5 years (unless the item is exempt – see [Appendix J note](#AppendixJnote)) |
| Disposal – scrapping or for parts | A written agreement which makes it clear that the plant/equipment is being supplied specifically for scrap or spare parts and it is not to be used in its current form (this also can be achived by marking the plant/equipment). | Must be kept for 5 years (not applicable if the plant is marked) |