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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) |

Continued

**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) |