

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).

Document(s)	Required information	Comments
Plant/Equipment records (excluding electrical testing).	Registrations, tests, inspections, maintenance, commissioning, decommissioning, dismantling and alterations of plant/equipment.	<ul style="list-style-type: none"> 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).
Electrical testing records (including RCDs).	Supplied by the electrical tester.	<ul style="list-style-type: none"> To be retained until the next test or the device is disposed of.
Risk Assessments and SOPs (where required).		<ul style="list-style-type: none"> 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)
Licences and qualifications (where applicable, see Appendix E).		
Processes for testing, maintenance, inspection and calibration reports (where these activities are conducted in-house).	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> Name and signature of the worker. Training description. Name of trainer. Date of training. 	See HSW Handbook Chapter Provision of information, instruction and training .

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HSW Handbook	Plant/Equipment Safety Management	Effective Date:	24 October 2014	Version 3.1
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Records to be kept by the School/Branch continued

Document(s)	Required information	Comments
Presence-sensing safe guarding Records	<ul style="list-style-type: none"> • Safety integrity tests • Inspections • Maintenance • Commissioning and decommissioning • Dismantling and alterations 	Must be kept for 5 years
Disposal	<ul style="list-style-type: none"> • See Appendix J 	Must be kept for 5 years (unless the item is exempt – see Appendix J note)
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 achieved by marking the plant/equipment).	Must be kept for 5 years (not applicable if the plant is marked)