

	<b>ENVIRONMENTAL MANAGEMENT SYSTEM</b>  <b>Maintenance Checklist</b>	<b>EMS.S8.04</b>
		Version: 1 Effective: December 2020
Author: WRAP Cymru Date: December 2020	Reviewed by: DYP	Approved by:

Use as many forms as required, photocopy this blank form before first use to ensure you have easily accessible copies for the future.

Item requiring maintenance	How often? (tick the appropriate box)						Where are maintenance instructions?	Who is responsible?
	Day	Week	Month	Year	2 years	5 years		
All vehicles require a daily inspection, recorded in defect book.	X						Defect book	Driver
<b>Weighbridge</b>				X			Calibration carried out by Trading Standards department	Trading Standards
<b>Telehandler (535-70 Waste Master)</b>  Weekly grease of all moving parts. Inspected by Fleet (Workshop) three monthly		X					All new employees provided with training, recorded in staff training log.	Driver/workshop
<b>Teletruck</b>  Weekly grease of all moving parts. Inspected by Fleet (Workshop) three monthly		X					All new employees provided with training, recorded in staff training log.	Driver/workshop
<b>Telehandler attachments</b>				X			12 month LOLER check carried out by	Fleet department

	<b>ENVIRONMENTAL MANAGEMENT SYSTEM</b>  <b>Maintenance Checklist</b>	<b>EMS.S8.04</b>
		Version: 1 Effective: December 2020
Authored by: WRAP Cymru Date: December 2020	Reviewed by: DYP	Approved by:

							Fleet department	
<b>Power washer</b>	X						Equipment is checked as regards working order. Defects reported for repair	User
<b>Jet washer</b>	X						Equipment is checked as regards working order. Defects reported for repair	User
<b>Petrol blowers</b>				X			Annual HAV check carried out by Fleet department.	Fleet

**END OF DOCUMENT**