
	ENVIRONMENTAL MANAGEMENT SYSTEM Maintenance Checklist	EMS.S8.04
		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
Weighbridge				X			Calibration carried out by Trading Standards department	Trading Standards
Telehandler (535-70 Waste Master) 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
Teletruck 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
Telehandler attachments				X			12 month LOLER check carried out by	Fleet department

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

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