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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) be easily retrievable if required to be viewed by the University Regulatory organisations 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"> <li>x To be kept for the life of the plant/equipment</li> <li>x A copy given to the new owner of the plant/equipment transferred (see <a href="#">Appendix J</a>)</li> </ul>
Electrical testing records (including RCDs)	Supplied by the electrical tester	<ul style="list-style-type: none"> <li>x To be retained until the next test of the device is disposed of.</li> </ul>
Risk Assessments and SOPs (when owner if the plant/equipment is transferred (see <a href="#">Appendix J</a> ))		

**SCHOOL/BRANCH RECORDS**

Records to be kept by the School/Branch continued

Document(s)	Required information	Comments
Presence sensing safe guarding Records	x	