Records to be kept by the School/Branch

(Note that records are token by the university of in a known location (to all applicable hindricens) be easily retrievable if required to be viewed by the University gourlatory organisation ges SafeWork SA

Document(s)	Required information	Comments	
Plan/Equipmemecords (excluding electrical testing)	Registrations, testspections, maintenance, commissioning, decommissioning, dismantling and alterations of plant/equipment.	<ul> <li>x To be expt for the life of the plant/equipment</li> <li>x A copy given to the new oil/vtheer plant/equipmeinsttransfreed (see <u>Appendix</u>) J</li> </ul>	
Electrical testing records (including RCDs)	Supplied by the electrical tester	x To be retaineund til the next test of the device is disposed of.	
Risk Assessments and SOPs (whe owner if the plant/equipment is transferred (seependix J			

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## APPENDIX(Page 2 of)2

## SCHOOL/BRANGHECORDS

Records to be kept by the School/Branch continued

Document(s)	Required information	Comments	
Presenceensing safe guarding	x		
Records			

HSW Handbook	Plant/Equipment Safety Management	Effective Date:	24 October 2014	Version 3.1
Authorised by	Chief Operating Officer and VRresident University Operations)	Review Date:	24 October 2017	Page2 of 2
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