

# Maintenance Register

There are 5 different types of maintenance. Items can be added when creating an assets from the [Plant & Equipment Register](#) by clicking the blue boxes or manually as per below.

## A. Creating New Items:

From Registers/Maintenance/Maintenance Register click **+ADD NEW**.

1. Select Maintenance Type.
2. Select the item from the Plant & Equipment register. The assets displayed will depend on the maintenance type selected.

Home / Registers / Maintenance / Maintenance Register

Maintenance Type **1** Plant & Equipment Register **2**

Plant & Equipment Maintenance x

Vehicle Maintenance

Fire Equipment Maintenance

Plant & Equipment Maintenance

Test & Tag

RCD Testing

AssetNo : 10 , SerialNo : SL5623 , Scissor Lift Orange

AssetNo : 14 , SerialNo : HRT12562 , Still Heavy Duty Chainsaw

AssetNo : 16 , SerialNo : MSPT562356 , Masport Lawn Mower

AssetNo : 1h , SerialNo : 1h , Dell Pixar New

3. Selected Inspected By Staff or Supplier.
4. When Staff is selected choose from the list. When Supplier is selected choose from the list. Use the + to add [new suppliers](#)
5. Select the Responsible Staff member.
6. Sign Off will be ticked once the task is completed on the mobile app.

**3** Inspected By  Staff  Supplier

**4** Staff

David AASign **7**  Sign Off

Inspected By  Staff  Supplier

**5** Supplier

Horts Fire Safety Training **6**

Responsible Staff

David AASign **7**  Sign Off

See sections B to F below regarding each maintenance type.

7. Tick the "Archived" box to show tasks that relate to Plant & Equipment that is non-current i.e. sold, destroyed etc.
8. Tick the "Signed Off" box to show tasks that have been completed. Use the Filters, Group & Search boxes to create lists that can be exported to Excel or PDF.

Home / Registers / Maintenance / Maintenance Register

EXCEL PDF FILTER + GROUP Archived  Signed Off  Search...

Maintenance Type	Due Date	Assigned To	Supplier	Description	Asset No	Regi...	Sign Off
Fire Equipment Maintenance	20/04/2021	George Foreman	Fixit Better Ltd	Fire Hose Class D	12341	ES345	<input type="checkbox"/>
Plant & Equipment Maintenance	16/06/2021	George Foreman	Fixit Better Ltd	Hitachi Skillsasw	4	4h	<input type="checkbox"/>
RCD Testing	11/09/2021	Mobile Craig		Ryobi ONE+ 18V 4.0Ah Lawn Mower	AU8956	AU8956a	<input type="checkbox"/>
Test & Tag	22/09/2021	Kermit Frog		Electrical Calibration Tool	6	6h	<input type="checkbox"/>
Vehicle Maintenance	25/09/2021	Rod Jensen		Mazda-323-Pink	1	HT1	<input type="checkbox"/>

9. Click Group and drag a column header into the grey space.

This will show the items group by the column selected. e.g. Maintenance Type for this example.

- a. Use the ◀ button to collapse any group.
- b. The ▶ button will redisplay the group.

EXCEL PDF FILTER **9** + GROUP Archi

Drag a column header and drop it here to group by that column

EXCEL PDF FILTER + GROUP Archi

↑ Maintenance Type x

**a** Maintenance Type: Fire Equipment Maintenance

Fire Equipment Maintenance 29/03/2021

Fire Equipment Maintenance 02/04/2021

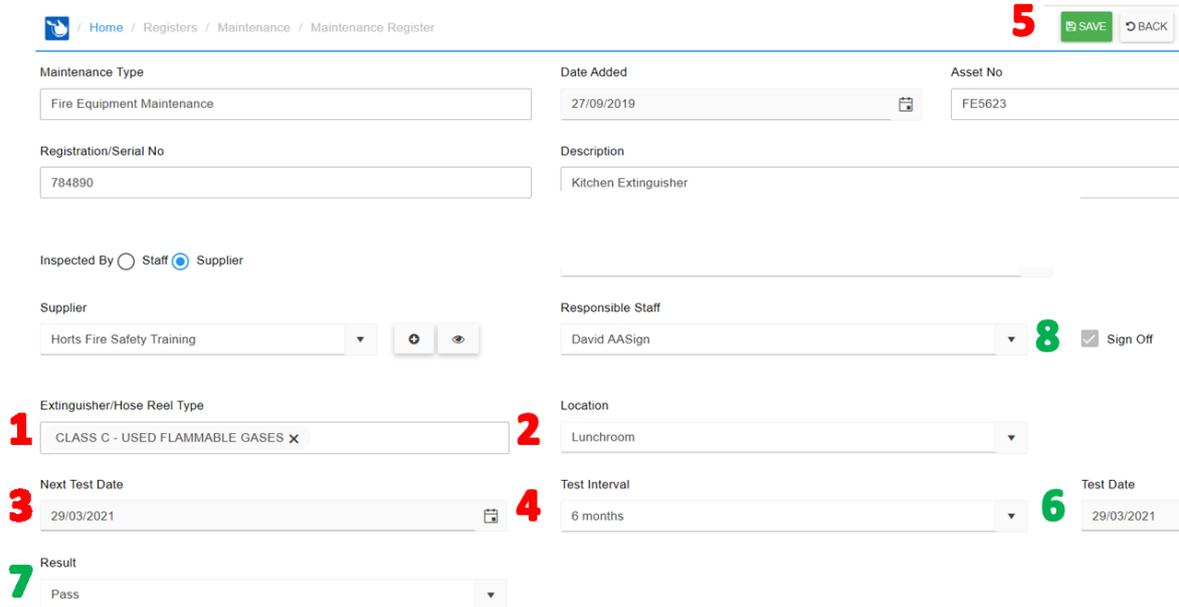
**b** Maintenance Type: Plant & Equipment Maintenance

Maintenance Type: RCD Testing

Maintenance Type: Test & Tag

## B. Fire Equipment Maintenance:

1. The type of Extinguisher will populate from the P&E Register.
2. Location will populate from the P&E Register.
3. Select the date for the next test.
4. Select how often a test is required.
5. Click  **SAVE**.



The screenshot shows the 'Maintenance Register' form for 'Fire Equipment Maintenance'. The form is filled with the following data:

- Maintenance Type:** Fire Equipment Maintenance
- Date Added:** 27/09/2019
- Asset No:** FE5623
- Registration/Serial No:** 784890
- Description:** Kitchen Extinguisher
- Inspected By:** Staff (selected)
- Supplier:** Horts Fire Safety Training
- Responsible Staff:** David AASign
- Extinguisher/Hose Reel Type:** CLASS C - USED FLAMMABLE GASES x
- Location:** Lunchroom
- Next Test Date:** 29/03/2021
- Test Interval:** 6 months
- Test Date:** 29/03/2021
- Result:** Pass
- Sign Off:** Ticked

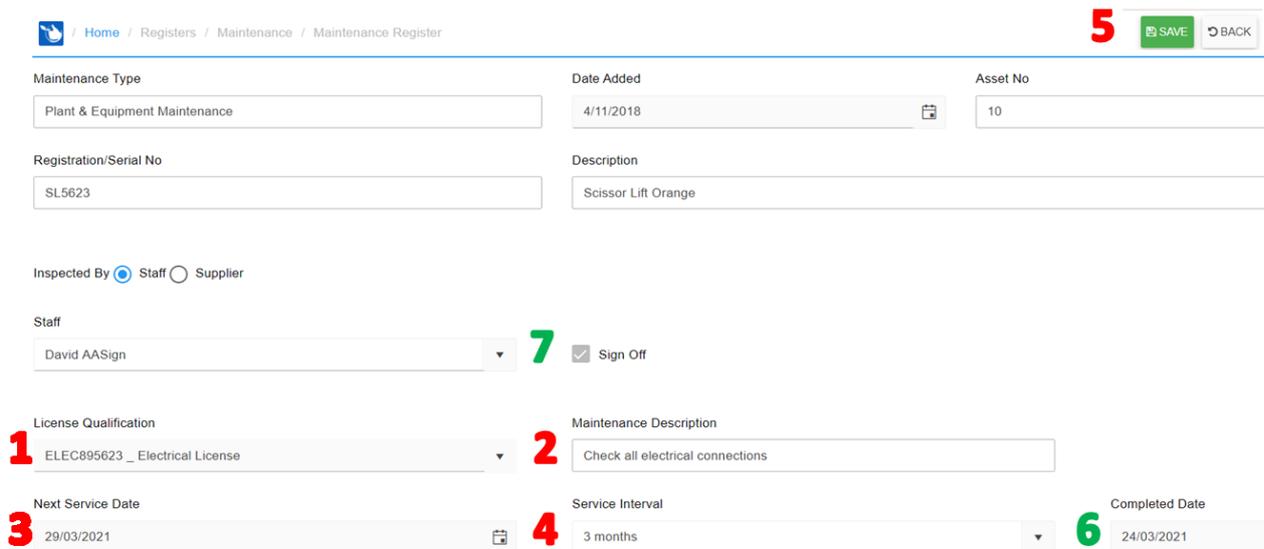
Red callouts 1-8 point to the following fields:

1. Extinguisher/Hose Reel Type
2. Location
3. Next Test Date
4. Test Interval
5. SAVE button
6. Test Date
7. Result
8. Sign Off checkbox

6. Test Date populates when task completed on mobile app.
7. The result is entered on the mobile app and is Pass, Fail or Repair.
8. Sign Off is ticked once task is completed on the mobile app.

## C. Plant & Equipment Maintenance:

1. When maintenance is completed by a staff member they need to have the appropriate licence to complete the task. Where this is completed by a 3<sup>rd</sup> party the responsible staff member will sign the task off on the mobile app.
2. Type in a description of the maintenance to be completed.
3. Select date next test should be completed.
4. Select how often the maintenance should be done.
5. Click  **SAVE**.



The screenshot shows the 'Maintenance Register' form for 'Plant & Equipment Maintenance'. The form is filled with the following data:

- Maintenance Type:** Plant & Equipment Maintenance
- Date Added:** 4/11/2018
- Asset No:** 10
- Registration/Serial No:** SL5623
- Description:** Scissor Lift Orange
- Inspected By:** Staff (selected)
- Staff:** David AASign
- License Qualification:** ELEC895623 \_ Electrical License
- Maintenance Description:** Check all electrical connections
- Next Service Date:** 29/03/2021
- Service Interval:** 3 months
- Completed Date:** 24/03/2021
- Sign Off:** Ticked

Red callouts 1-8 point to the following fields:

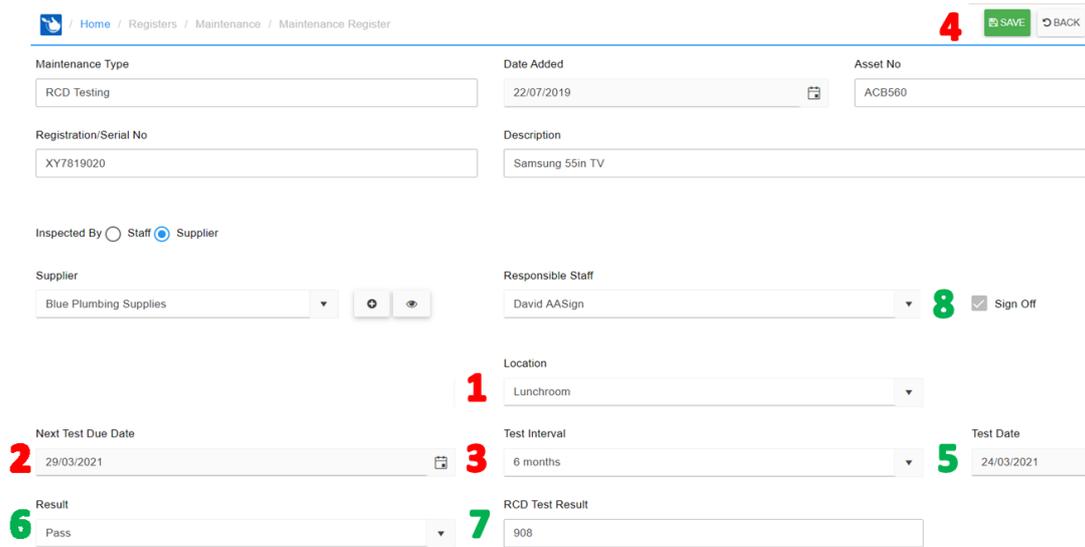
1. License Qualification
2. Maintenance Description
3. Next Service Date
4. Service Interval
5. SAVE button
6. Completed Date
7. Staff
8. Sign Off checkbox

6. Completed Date will populate when the task is signed off on the mobile app.
7. Sign Off is ticked once the task is completed on the mobile app.

Contd\.....

## D. RCD Testing:

1. Location will populate from the P&E Register.
2. Select the next date for the RCD Test.
3. Select how often the item needs to be tested.
4. Click  **SAVE**.

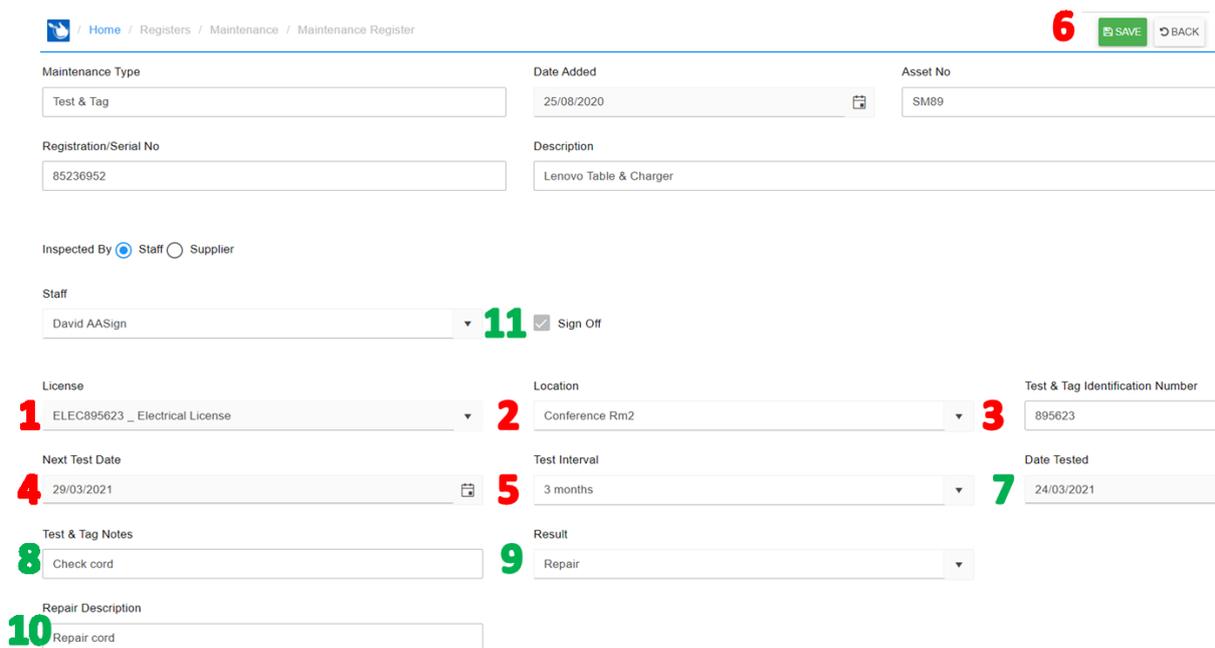


The screenshot shows the 'Maintenance Register' form for 'RCD Testing'. The form includes fields for Maintenance Type, Date Added, Asset No, Registration/Serial No, and Description. It also has radio buttons for 'Inspected By' (Staff/Supplier), a 'Supplier' dropdown, and a 'Responsible Staff' dropdown. Further down, there are fields for 'Location', 'Next Test Due Date', 'Test Interval', 'Test Date', 'Result', and 'RCD Test Result'. A 'Sign Off' checkbox is also present. Red numbers 1-8 are overlaid on the form to indicate specific steps: 1 (Location), 2 (Next Test Due Date), 3 (Test Interval), 4 (SAVE button), 5 (Test Date), 6 (Result), 7 (RCD Test Result), and 8 (Sign Off checkbox).

5. Test Date populates when task is completed on the mobile app.
6. Result is selected on the mobile app.
7. RCD Test Result is entered on the mobile app.
8. Sign Off is ticked once task is completed on the mobile app.

## E. Test & Tag:

1. When Test & Tag is completed by a staff member they need to have the appropriate licence to complete the task. Where it is completed by a 3<sup>rd</sup> party the responsible staff member will sign the task off on the mobile app,
2. Location will populate from the Plant & Equipment Register.
3. Test & Tag Id No can be entered from the mobile app and will auto populate for future tasks.
4. Select date next test should be completed.
5. Select how often the task should be done.
6. Click  **SAVE**.



The screenshot shows the 'Maintenance Register' form for 'Test & Tag'. The form includes fields for Maintenance Type, Date Added, Asset No, Registration/Serial No, and Description. It also has radio buttons for 'Inspected By' (Staff/Supplier), a 'Staff' dropdown, and a 'Sign Off' checkbox. Further down, there are fields for 'License', 'Location', 'Test & Tag Identification Number', 'Next Test Date', 'Test Interval', 'Date Tested', 'Test & Tag Notes', 'Result', and 'Repair Description'. A 'Sign Off' checkbox is also present. Red numbers 1-11 are overlaid on the form to indicate specific steps: 1 (License), 2 (Location), 3 (Test & Tag Identification Number), 4 (Next Test Date), 5 (Test Interval), 6 (SAVE button), 7 (Date Tested), 8 (Test & Tag Notes), 9 (Result), 10 (Repair Description), and 11 (Sign Off checkbox).

7. Date Tested will populate when the task is completed on the mobile app.
8. Notes are entered in the mobile app.
9. The result is entered on the mobile app and is Pass, Fail or Repair.
10. When Repair is chosen a Description must be entered.
11. Sign Off is ticked once task is signed off.

## F. Vehicle Maintenance:

1. Select the type of vehicle maintenance.  
These can be changed in [Administration/Asset Management/Vehicle Maintenance Type](#)
2. If required type in a description.
3. Select the next service date.
4. Select how often the maintenance is required or select NA for a one off task.
5. Click **SAVE**.

[Home](#) / [Registers](#) / [Maintenance](#) / [Maintenance Register](#) **5**

Maintenance Type:  Date Added:  Asset No:

Registration/Serial No:  Description:

Inspected By:  Staff  Supplier

Staff:  **9**  Sign Off

Vehicle Maintenance Type:  **1** Maintenance Description:  **2** Odometer Reading:  **6**

Next Service Date:  **3** Service Interval:  **4** Completed Date:  **7**

ServiceNote:  **8**

6. The Odometer reading is entered from the mobile app.
7. Completed Date will populate when the task is done on the mobile app.
8. Service Notes are entered on the mobile app.
9. Sign Off is ticked once task is signed off on the mobile app.

**Task will need to be signed off in the Mobile App in [Registers/Maintenance Register](#)**

## NOTES:

- When a service or test interval of NA is chosen the item will be treated as a one off.
- All other items will have a new task created using the [Service/Test Interval](#) + completed date and are assigned to the Maintenance Manager set in [Key Roles & Responsibilities](#).  
e.g. 24/03/2021 + 6 months (180days) = 20/09/2021 for new task.
- Completed tasks can be viewed for each asset from the P&E Register or by clicking the "Signed Off" box in the maintenance register

[Home](#) / [Registers](#) / [Maintenance](#) / [Plant & Equipment Register](#)

Asset Type:  Asset No:  Registration/Serial No:  Date Added:

Asset Description:

Maintenance, Repair & Testing History											
Staff	ThirdParty	MaintenanceType	License	Location	Test & Tag Identification Number	Date Tested	Test & Tag Notes	Result	Fail Description	Repair Description	Fail Status
Snow AAAWhite		Test & Tag				22/07/2019	Samsung 55in TV				
Snow AAAWhite		Test & Tag	JJ78456_Back Hoe License	CF Room 2	78900	01/06/2020	FF	Pass			

Maintenance, Repair & Testing History											
Staff	ThirdParty	MaintenanceType	License	Location	Test Date	Result	Fail Description	RepairDescription	RCD Test Result	Fail Status	
Snow AAAWhite	Blue Plumbing Supplies	RCD Testing	XS12356_Car license - Class C or 1		22/07/2019	Pass			Samsung 55in TV		
David AASign	Blue Plumbing Supplies	RCD Testing	ELEC895623_Electrical License	Lunchroom	24/03/2021	Pass			908		

