Congregations may develop an Excel Spreadsheet based on this table or may use this form to establish a paper-based register. Risk assessments should be conducted for each item of plant and the reference number noted in the spreadsheet or table. All changes and updates should be logged.

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| **Date of registration**  **/purchase** | **Equipment Name** | **Make / Model** | **Serial No.** | **Risk Assessment?** | **SWP’s / SOP’s?** | **Maintenance frequency** | **Date maintenance**  **/service completed** | **Date of next maintenance /service** | **Operators trained** | **Maintenance performed by company/business**  **/individual** | **Status** |
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Maintenance personnel must work within safety guidelines established by OHS/WHS Regulatory bodies. If the personnel are not trained and competent in the work to be performed, such maintenance should be contracted out to suitably qualified and experienced personnel. Only qualified licensed electricians are authorised to perform electrical work and maintain electrical equipment.