



Guillotine Logbook

MAKE:

MODEL:

SERIAL No:

Guillotine Users need to comply with legal requirements imposed by:

- The Supply of Machinery (Safety) Regulations 1992
- Management of Health & Safety at Work Regulations 1992
- Provision and Use of Work Equipment Regulations 1998 (PUWER 98)

These regulations include a requirement for competent persons to maintain, check, inspect and test machines at suitable intervals. The results must be recorded.

To help Users comply with the requirements of PUWER 98, this logbook contains sample record forms to photocopy. When completed they can be filed with this logbook as evidence that the machine has been properly maintained.

If the machine fails any check, it must be immediately taken out of service, labelled as such and User management informed, who should have it inspected by a competent engineer.

NOTE

***The enclosed forms are intended as masters to make photocopies from.
Please use the photocopies for your record keeping.***



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Ownership History

Name & address of first user

Name & address of first Supplier

Date sold:

Date of safety check:

Name & address of next user

Name & address of next Servicing Agent

Date sold:

Date of safety check:

Name & address of next user

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Date of safety check:

Commissioning, Modifications, Servicing, In-house test failure

Commissioning

Every time the machine is relocated (including within the same premises) record results of commissioning inspections and tests. Also record new location, date, engineer's name and company and engineer signature

Modifications

Every time the machine is modified, record technical details. Also record date, engineer's name and company and engineer signature

Servicing

Every time the machine is serviced, obtain engineer's report including details of all work carried out, including repairs. Also record date, engineer's name and company and engineer signature

In-house test failure

If the machine fails any in-house check, record all details including operator and supervisor name and date.

Type of record & details as per above instructions:

DAILY or SHIFT-CHANGE or KNIFE CHANGE checks

These Safety Checks must be carried out by a competent operator DAILY or at SHIFT CHANGE or after KNIFE-CHANGE, and the results recorded.

Make/model..... Serial No..... Week starting.....

Test/Check (record as P=Pass or F=Fail)	Mon	Tue	Wed	Thu	Fri	Sat	Sun
All machines with two-hand control							
Guillotine strikes on when both controls are depressed within 0.5 second							
Guillotine should NOT strike on when: <ul style="list-style-type: none"> • Each control is operated independently and reset in turn • One control is operated followed by the other after 2-3 seconds • Both controls are operated within 0.5 second but one is released mid-way through the stroke and then re-operated 							
Machines with ESPDs ("light guards")							
Is the guard Indicator working (where fitted)?							
Is recommended test piece detected (three positions)?							
Does knife and clamp stop when curtain is interrupted during stroke?							
Is fixed rear table guarding fitted and secured or does interlocked access gate prevent powered knife and clamp movement?							
Machines with interlocking guards							
Check guard cannot open during stroke if locking arrangement fitted							
Check that stopping efficiency is adequate by opening the guard at mid-stroke of first the knife then the clamp (no locking arrangement)							
For machines with a single cut button where the guard has to be held down against spring pressure, check: <ul style="list-style-type: none"> • Machine does not strike on if button is operated before guard closed • The guillotine strikes on when the control is released and re-operated with the guard closed • The knife stops if the guard is held closed but the control is released before the knife reaches bottom-dead-centre 							
Is access to rear of knife and clamp guarded?							
CHECKED BY:							

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For machines with a single cut button where the guard has to be held down against spring pressure, check: <ul style="list-style-type: none"> • Machine does not strike on if button is operated before guard closed • The guillotine strikes on when the control is released and re-operated with the guard closed • The knife stops if the guard is held closed but the control is released before the knife reaches bottom-dead-centre 							
Is access to rear of knife and clamp guarded?							
CHECKED BY:							

DAILY or SHIFT-CHANGE or KNIFE CHANGE checks

These Safety Checks must be carried out by a competent operator DAILY or at SHIFT CHANGE or after KNIFE-CHANGE, and the results recorded.

Make/model..... Serial No..... Week starting.....

Test/Check (record as P=Pass or F=Fail)	Mon	Tue	Wed	Thu	Fri	Sat	Sun
All machines with two-hand control							
Guillotine strikes on when both controls are depressed within 0.5 second							
Guillotine should NOT strike on when: <ul style="list-style-type: none"> • Each control is operated independently and reset in turn • One control is operated followed by the other after 2-3 seconds • Both controls are operated within 0.5 second but one is released mid-way through the stroke and then re-operated 							
Machines with ESPDs ("light guards")							
Is the guard Indicator working (where fitted)?							
Is recommended test piece detected (three positions)?							
Does knife and clamp stop when curtain is interrupted during stroke?							
Is fixed rear table guarding fitted and secured or does interlocked access gate prevent powered knife and clamp movement?							
Machines with interlocking guards							
Check guard cannot open during stroke if locking arrangement fitted							
Check that stopping efficiency is adequate by opening the guard at mid-stroke of first the knife then the clamp (no locking arrangement)							
For machines with a single cut button where the guard has to be held down against spring pressure, check: <ul style="list-style-type: none"> • Machine does not strike on if button is operated before guard closed • The guillotine strikes on when the control is released and re-operated with the guard closed • The knife stops if the guard is held closed but the control is released before the knife reaches bottom-dead-centre 							
Is access to rear of knife and clamp guarded?							
CHECKED BY:							

MONTHLY checks

These Safety Checks must be carried out by a competent operator MONTHLY, and the results recorded.

Make/model..... Serial No..... Period starting.....

Test/Check (record as P=Pass or F=Fail)	Jan	Feb	Mar	Apr	May	Jun
Machines fitted with interlocking guards						
Are valves and electrical switches securely attached?						
Are actuators such as cams, levers and linkages correctly aligned and attached?						
Is the guard free from lateral movement that may cause the interlock switches to misalign and fail to engage?						
Are the interlock switches and actuators free from wear that may allow knife operation when the guard is partly open?						
CHECKED BY:						

Test/Check (record as P=Pass or F=Fail)	Jul	Aug	Sep	Oct	Nov	Dec
Machines fitted with interlocking guards						
Are valves and electrical switches securely attached?						
Are actuators such as cams, levers and linkages correctly aligned and attached?						
Is the guard free from lateral movement that may cause the interlock switches to misalign and fail to engage?						
Are the interlock switches and actuators free from wear that may allow knife operation when the guard is partly open?						
CHECKED BY:						

MONTHLY checks

These Safety Checks must be carried out by a competent operator MONTHLY, and the results recorded.

Make/model..... Serial No..... Period starting.....

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Is the guard free from lateral movement that may cause the interlock switches to misalign and fail to engage?						
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Make/model..... Serial No..... Period starting.....

Test/Check (record as P=Pass or F=Fail)	Jan	Feb	Mar	Apr	May	Jun
Machines fitted with ESPDs ('light guards')						
Test object detection capability of light guard						
Examine and test primary control elements to ensure correct operation						
Inspect and ensure absence of mechanical or structural impediments to knife and clamp stopping or reversing when required						
Inspect photoelectric safety system to ensure no adverse modifications have been made						
CHECKED BY:						

Test/Check (record as P=Pass or F=Fail)	Jul	Aug	Sep	Oct	Nov	Dec
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Six-Monthly Inspection and Test – Interlocking Guards machine

These inspections and tests are with reference to manufacturer's recommendations and must be carried out by a competent engineer every six months or when abnormal machine behaviour occurs. The results must be recorded. These are in addition to daily checks.

Make/model..... Serial No.....

Inspection/Test	Comments/Result	Details of remedial work undertaken/advised
Machines fitted with interlocking guards		
Are valves and electrical switches securely attached?		
Are actuators such as cams, levers and linkages correctly aligned and attached?		
Is the guard free from lateral movement that may cause the interlock switches to misalign and fail to engage?		
Are the interlock switches and actuators free from wear that may allow knife operation when the guard is partly open?		
Have daily or shift/knife-change checks been completed? State pass/fail and provide details		
Engineer's Signature:		Date:
Site Manager's Signature		Date:

Six-Monthly Inspection and Test – Interlocking Guards machine

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Have daily or shift/knife-change checks been completed? State pass/fail and provide details		
Engineer's Signature:		Date:
Site Manager's Signature		Date:

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Inspection/Test	Comments/Result	Details of remedial work undertaken/advised
Machines fitted with interlocking guards		
Are valves and electrical switches securely attached?		
Are actuators such as cams, levers and linkages correctly aligned and attached?		
Is the guard free from lateral movement that may cause the interlock switches to misalign and fail to engage?		
Are the interlock switches and actuators free from wear that may allow knife operation when the guard is partly open?		
Have daily or shift/knife-change checks been completed? State pass/fail and provide details		
Engineer's Signature:		Date:
Site Manager's Signature		Date:

Six-Monthly Inspection and Test – Interlocking Guards machine

These inspections and tests are with reference to manufacturer's recommendations and must be carried out by a competent engineer every six months or when abnormal machine behaviour occurs. The results must be recorded. These are in addition to daily checks.

Make/model..... Serial No.....

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Is the guard free from lateral movement that may cause the interlock switches to misalign and fail to engage?		
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Are the interlock switches and actuators free from wear that may allow knife operation when the guard is partly open?		
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Six-Monthly Inspection and Test – ESPD (‘light guard’) machine

These inspections and tests are with reference to manufacturer’s recommendations and must be carried out by a competent engineer every six months or when abnormal machine behaviour occurs. The results must be recorded. These are in addition to daily checks.

Make/model..... Serial No.....

Inspection/Test	Comments/ Result	Details of remedial work undertaken/advised
Machines fitted with ESPDs (‘light guards’)		
Test object detection capability of light guard		
Examine and test primary control elements to ensure correct operation		
Inspect and ensure absence of mechanical or structural impediments to knife and clamp stopping or reversing when required		
Inspect photoelectric safety system to ensure no adverse modifications have been made		
Check condition and freedom from contamination of control gear, program control systems, cam switches and cam wear		
Have daily or shift/knife-change checks been completed? State pass/fail and provide details		
Engineer’s Signature:	Date:	
Site Manager’s Signature	Date:	

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