

Pump Maintenance

A pump maintenance record covering duty, seals, bearings, coupling, suction and discharge readings, service work, defects and return-to-service limits.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

For competent maintainers. This is not a pressure test certificate, hazardous-area approval or permission to open an unisolated system.

HSE advises competent maintenance, manufacturer instructions and safe isolation. Use a procedure suitable for the pump and fluid handled.

2. Equipment and work

Pump asset ID and location *

Manufacturer, model and serial number *

Scan the data plate

Scanned in the SiteSurvey app. On paper, write the numbers: serial number, model number, asset number.

Maintenance procedure and revision *

Technician and competence reference *

Planned work and exclusions *

Safe isolation or permit reference *

3. Duty and conditions

Fluid, hazards and safety data reference *

Duty point and operating range reference

Run hours and duty or standby role

Reported vibration, noise, leakage or loss of performance

4. Mechanical checks

For each reading include the location, units, operating condition and comparison criterion. Record an unavailable reading as a limitation.

Mountings and coupling condition checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Seals and visible leakage assessed * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Bearings and lubrication checked to procedure * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Suction and discharge connections and strainers checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Guards restored and rotation or function verified safely * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Measured value (copy this block for each one)

Measurement point and parameter *

Actual value and unit *

Acceptance range and source *

Instrument ID and calibration reference

Assessment * (choose one)

☐ Within criterion ☐ Outside criterion ☐ Unable to assess

Response to exception * (if applicable)

5. Work and handback

Work performed and parts used

Post-work tests and evidence

Equipment handback * (choose one)

☐ Available within recorded limits ☐ Restricted use ☐ Out of service

Restrictions, isolation and person informed * (if applicable)

Condition and work evidence photos (photos: attach, or note the file names)

6. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.