

Stationary Battery Maintenance

A stationary lead-acid battery maintenance record covering bank identity, ventilation, visible condition, approved readings, defects and handback 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 *

This is scoped to stationary lead-acid battery banks. It is not an EV or lithium-ion battery checklist, repair instruction or authorisation to open sealed batteries.

HSE's storage-battery guidance identifies electrical, chemical and explosion hazards. Use suitable ventilation, precautions against ignition and short circuits, and the manufacturer's safe maintenance procedure.

2. Equipment and work

Stationary battery bank 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. Battery scope

Battery chemistry * (choose one)

Confirm the installed chemistry and instruction before choosing checks. Record uncertainty and refer it rather than assuming a familiar battery type.

☐ Lead-acid ☐ Other ☐ Unknown

If applicable: If the battery is not confirmed lead-acid, stop this checklist and use an appropriate specialist procedure.

Bank configuration, cell or block count and nominal voltage

Charger ID and set-point reference

4. Condition and readings

Ventilation and access arrangements checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

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

Cases, terminals and racks visually checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

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

Leakage, corrosion, swelling or abnormal heat recorded * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

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

Labels and protective covers checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

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

Cell or bank reading (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.