

Guidance for Completing a Maintenance Record for Branch Owned Equipment

Purpose:

The purpose of this document is to offer guidance and best practice advice to Branches to ensure the proper maintenance, inspection, and safety of all Branch owned equipment to reduce risks and ensure compliance with legal and insurance requirements. All equipment must be inspected regularly, and specialist checks must be carried out where required.

The Pony Club's Conditions of Insurance state that:

An up-to-date documented inspection/maintenance log for all Branch owned trailers, caravans, generators, marquees and equipment used by You, Your Employees, Volunteers, Officials, Parents, Members and/or any other bona fide sub-contractors engaged by You.

1. Equipment Information

You should include the following headings in your Record:

Equipment Name	Serial/ID Number	Last Inspection Date	Next Scheduled Inspection	Condition	Notes/Issues Identified
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It is sensible to label items with a unique asset number, especially if you have more than one of the same items.

2. Visual Inspection

Before using any piece of equipment, a **visual inspection** must be carried out to ensure it is in safe working order. This includes but is not limited to checking for:

- **Trailers:** Check for structural integrity, tyre pressure, hitching points, and lights.
- **Caravans:** Check for tyre pressure, body integrity, lights, gas systems, and electrical safety.
- **Fire Extinguishers:** Confirm seals are intact and there are no visible signs of damage or corrosion.
- **Marquees & Gazebos:** Inspect for any tears, broken or bent poles, or missing parts. Ensure anchoring systems are secure.

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- **Generators:** Check for fuel leaks, wiring issues, and ensure proper ventilation for safety.
- **Jumps/Riding Equipment:** Inspect for stability, broken parts, or any loose components. Ensure jumps/equipment is safe to use for training or competition.

3. Specialist Inspections

Certain equipment requires specialist inspections and maintenance. The frequency of checks should be based on advice from the specialist but should be carried out at least once a year. The following points should be followed:

- Fire Extinguishers must be serviced by a qualified fire safety specialist according to legislation and manufacturer recommendations.
- Trailers should undergo a full safety check by a qualified mechanic or trailer specialist, particularly for brake systems, coupling, and structural components.
- Generators should be checked by a qualified technician for mechanical safety and fuel system integrity.
- Caravans should undergo regular servicing by a qualified caravan engineer, especially for gas, electrical systems, and overall condition.

4. Inspection Periods & Documentation

- **Pony Club Regulations:** In accordance with Pony Club guidelines and health & safety legislation, all equipment should be visually inspected before every use.
- **Periodic Inspections:** All equipment should undergo detailed inspections (either internally or by a specialist) at least every twelve months or as required by manufacturer instructions.
- **Recording Inspections:** All inspections, whether visual or specialist, must be logged in the maintenance record, including the inspector's name, date, and any issues identified.

5. Guidance for Conducting Inspections

- 1. Routine Checks:** Always perform a thorough visual inspection before each use. This includes checking for any wear, damage, or malfunction.
- 2. Specialist Checks:** If a piece of equipment requires a specialist for maintenance (such as fire extinguishers, trailers, or generators), ensure these are booked and completed by a qualified professional.
- 3. Follow-up on Issues:** Any damage or concerns raised during an inspection should be immediately addressed. If a serious fault is identified, the equipment should be taken out of use until repaired or replaced.
- 4. Safety Compliance:** Ensure all checks are done in compliance with the relevant legislation and Pony Club requirements to maintain safety for everyone.

6. Hired Equipment

This includes items such as jumps, marquees, tables, chairs, mobile buildings (e.g., toilets, judges' boxes), or **anything** that is hired and not owned by the Branch, Centre, or Area.

For the purpose of this advice, **borrowed items**, such as those lent by a Member or Volunteer, are treated the same as hired equipment.

Any equipment that is hired or borrowed by a Branch, Centre, or Area must be inspected upon arrival, and a record of the inspection should be kept. Any concerns regarding the safety or condition of the equipment must be raised with the hire company or lender before the equipment is used.

You must read the hire agreement and any associated terms and conditions very carefully, to ensure that you are able to meet them. Please note that **Central Pony Club insurance does not cover equipment or property** owned, hired or borrowed by Branches or Centres. Separate insurance must be arranged to cover any items not included under their policy.