

DAILY/ WEEKLY PLANT INSPECTION

Operators Name:							Machine Description:			
Date (w/c):							Plant No:			
Site Address:							Engine Hours:			

By Ticking (or striking) the boxes below you are indicating the area in question is defect free and fit for use.

DAILY PRE-USE CHECKS	M	T	W	TH	F	S	WEEKLY CHECKS	WEEKLY SAFETY INSPECTIONS					
								ALL DEFECTS MUST BE REPORTED.					
Check Engine Oil							Battery and Water Level	Those affecting safe operation must be repaired immediately. You have a duty of care to ensure that this item of plant is safe and ready for its intended use.					
Fuel level/leaks							Check Sprocket Chain Pins						
Check Recommended Engine Coolant level							Check Bucket Teeth and Blade						
Hydraulic Oil Level							Check machine clean and tidy						
Hydraulic system leaks							Grease Base Machine						
Check transmission fluid							Check Grease Point Functions Correctly						
Grease Attachments							Tracking Mechanism Function ok						
Inspect Drivers Seat							Check for loose track plates						
Check Windows for damage and Clean							Attachment and Dipper Arm Pins						
Check and Clean Mirrors							Check Track Tension						
Check Cab condition							Check Fan Belt						
Check Lights and Flashers							Additional Comments (if no defects found- write NIL)						
Check Safety Camera													
Check Track tension/ Tyre pressure													
Check safety Bleepers													
Check Driving Controls													

Defect Description/Actions:

Reported to:		Date:	
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I confirm all the above items have been checked and any deflection has been reported to your Site Manager/Supervisor;

Operators Signature:	
Manager/ Supervisors Signature:	