**Daily Plant Checklist**

**Vehicle Type & Plant. No……………………………..……. Operators Name:………………………………………… Week Starting:…………………**

**Place a “🗸” against items that pass your inspection, an “x” against items that require attention or “N/A”.**

**Report all defects immediately to your Site Engineer / Manager / Supervisor.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Pre – Start Visual or ‘Walk Round’ Checks**  | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun** |
| 1 | General cleanliness of vehicle |  |  |  |  |  |  |  |
| 2 | Evidence of any leaks  |  |  |  |  |  |  |  |
| 3 | Any existing damage  |  |  |  |  |  |  |  |
| 4 | Condition of bucket teeth / blade |  |  |  |  |  |  |  |
| 5 | Condition of bucket pins and linkage |  |  |  |  |  |  |  |
| 6 | Wheels (bent rims and nut security). Tyres (worn treads, cuts and damage) |  |  |  |  |  |  |  |
| 7 | Tyre pressure (check using gauge, valves to be at 12 o‘clock position) |  |  |  |  |  |  |  |
| 8 | Hydraulic hose and pipe conditions and security |  |  |  |  |  |  |  |
| 9 | Cab, ROPS / FOPS, door hinges, catches mountings and condition |  |  |  |  |  |  |  |
| 10 | Windows clean and mirrors / CCTV clean and correctly adjusted  |  |  |  |  |  |  |  |
| 11 | Seat belt condition and security |  |  |  |  |  |  |  |
| 12 | Sprockets / RAMS / tensions / tracks |  |  |  |  |  |  |  |
| 13 | Lifting eye / SLI |  |  |  |  |  |  |  |
| 14  | Fire extinguisher available and servicable |  |  |  |  |  |  |  |
| **Physical Check of Lubricants etc. (wearing gloves)** |  |  |  |  |  |  |  |
| 14 | Greased daily |  |  |  |  |  |  |  |
| 15 | Engine / transmission oil level (Level ground) |  |  |  |  |  |  |  |
| 16 | Radiator coolant level |  |  |  |  |  |  |  |
| 17 | Hydraulic oil level / system |  |  |  |  |  |  |  |
| 18 | Brake system fluid level |  |  |  |  |  |  |  |
| 19 | Water levels |  |  |  |  |  |  |  |
| 20 | Batteries security and visual check of engine components |  |  |  |  |  |  |  |
| **Running Checks** |  |  |  |  |  |  |  |
| 21 | RCI Test ( Xwatch ,Prolec ,GKD ) |  |  |  |  |  |  |  |
| 22 | All controls for correct function  |  |  |  |  |  |  |  |
| 23 | All gauges and instruments, horn and hour meter |  |  |  |  |  |  |  |
| 24 | Heater, defrost and wipers correct function |  |  |  |  |  |  |  |
| 25 | All warning devices operational  |  |  |  |  |  |  |  |
| 26 | All lights/indicators including flashing warning beacons |  |  |  |  |  |  |  |
| 27 | Brakes and steering (including hand break) |  |  |  |  |  |  |  |
| 28 | Stabilisers, outriggers, chassis tilt / 360 rotation (as appropriate) |  |  |  |  |  |  |  |
| 29 | Seat adjusted |  |  |  |  |  |  |  |
| **Quick Hitch – Manual**  |  |  |  |  |  |  |  |
| 30 | Safety pin, lifting eye and greasing |  |  |  |  |  |  |  |
| **Quick Hitch – Automatic**  |  |  |  |  |  |  |  |
| 31 | Thoroughly clean coupler and grease |  |  |  |  |  |  |  |
| 32 | Check coupler for cracked, bent or broken components, distressed welds and oil leaks |  |  |  |  |  |  |  |
| 33 | Check springs for defects and the bolts are tight and swing area is free from debris |  |  |  |  |  |  |  |
| 34 | Check mounting pins, locking bolts and nuts are secure |  |  |  |  |  |  |  |
| 35 | Check condition of hydraulic hoses and fittings |  |  |  |  |  |  |  |
| **Operator’s Signature/Initials:** |  |  |  |  |  |  |  |
| **Date Checked:** |  |  |  |  |  |  |  |