

Equipment Pre Use Inspection

Completed by the operator, before the equipment is put to work

The operator inspects the equipment because the operator is the person who will be on it when something fails. Sign it because you looked, not because the shift is starting.

A defect that affects safe operation means the equipment does not run until it is repaired. Tag it out and tell your supervisor. Nobody is expected to operate equipment with a safety defect.

Check this yourself. Always follow the manufacturer's inspection requirements for the specific machine, and any additional requirements your jurisdiction sets for that equipment class. This form is a general operator check, not a replacement for the operator manual.

Equipment and operator

Equipment type	Unit number
Make and model	Hour meter or odometer reading
Operator name	Date and time
Site or location	
Operator is trained and authorized for this equipment	

How to mark each item

- OK: checked and satisfactory.
- D: defect found. Record it in the defect table and decide whether the equipment can run.
- N/A: not fitted to this machine.

1. Walk around, before starting

#	Item	S	D	N	Comment
1	No fluid leaks under or on the machine				
2	Engine oil, coolant, hydraulic and fuel levels correct				
3	Tires condition and pressure, or tracks and undercarriage condition				
4	Wheel nuts and rims secure and undamaged				
5	No visible cracks in the frame, boom, bucket or attachment				
6	Attachment secure, pins and locks in place				
7	Hoses and lines free of chafing, bulges and leaks				
8	Steps, grab handles and walking surfaces present and clean				
9	Guards, covers and shields in place and secure				
10	Counterweight secure, if fitted				
11	No debris or combustible build up around the engine or exhaust				

2. Operator station

#	Item	S	D	N	Comment
1	Cab glass clean and undamaged, mirrors present and adjusted				
2	Seat secure, seat belt present and functional				
3	Rollover or falling object protective structure undamaged and unmodified				
4	Controls move freely, return to neutral, and are correctly labelled				
5	Gauges, warning lights and alarms functional				
6	Horn functional				
7	Backup alarm functional				
8	Lights, beacon and work lights functional				
9	Windshield wipers and washer functional				
10	Heater and defroster functional				
11	Cab clear of loose items that could interfere with the controls				
12	Operator manual present in the cab				

3. Safety and emergency equipment

#	Item	S	D	N	Comment
1	Fire extinguisher present, charged, secured and inspection tag current				
2	First aid kit present and stocked				
3	Emergency stop functional				
4	Isolation or battery disconnect accessible and functional				
5	Wheel chocks present, if required				
6	Spill kit present, if required				
7	Communication device working, and coverage confirmed for the work area				
8	Fall protection anchor points present and undamaged, if required				

4. After starting

#	Item	S	D	N	Comment
1	No unusual noise, smoke or vibration				
2	Warning lights all cleared after start up				
3	Service brake holds, tested before moving				
4	Park brake holds on a grade				
5	Steering responds normally in both directions				
6	Hydraulic functions operate smoothly, no drift under load				
7	Load hold and lowering controls function correctly				

#	Item	S	D	N	Comment
8	Outriggers or stabilizers deploy and hold, if fitted				

Defects found

Item	Defect	Affects safe operation, yes or no	Tagged out	Reported to	Date reported

Decision

Equipment is safe to operate, yes or no

If no, action taken

Tag out number, if applied

Supervisor notified, name and time

Repairs and return to service

Defect	Repair performed	Repaired by	Date	Returned to service by

Sign off

Operator

Supervisor

Date

Date