

DATE _____	SITE / PROJECT _____	MACHINE TYPE _____	MAKE / MODEL _____	
ASSET NO. _____	SERIAL NO. _____	HOOR METER _____	OPERATOR _____	SHIFT _____

HOW TO USE

Follow the machine manual. Mark P = Pass, F = Fail or N/A. A safety-critical failure means DO NOT OPERATE.
Never bypass a guard, warning device or site isolation procedure.

CHECK ITEM	P	F	N/A	NOTES / DEFECT REF.
A. GROUND AND EXTERNAL CONDITION				
No fresh oil, coolant, fuel or hydraulic leaks under the machine	☐	☐	☐	
No obvious cracks, loose parts, missing fasteners or impact damage	☐	☐	☐	
Steps, handrails, guards and access panels secure and serviceable	☐	☐	☐	
Work area checked for people, obstacles, overhead hazards and ground conditions	☐	☐	☐	
B. FLUIDS, ENGINE AND COOLING				
Engine oil level within the manufacturer's specified range	☐	☐	☐	
Coolant level correct; cap, reservoir and visible joints sound	☐	☐	☐	
Hydraulic fluid level correct with attachments in the specified position	☐	☐	☐	
Transmission / drive fluid level checked where applicable	☐	☐	☐	
Fuel-water separator checked and drained as the machine procedure requires	☐	☐	☐	
Air intake and restriction indicator checked; no damaged intake hoses	☐	☐	☐	
Radiator, cooling pack and screens clear enough for the planned work	☐	☐	☐	
Visible belts and hoses show no severe wear, bulging, cracking or looseness	☐	☐	☐	
C. TYRES, TRACKS AND UNDERCARRIAGE				
Tyres and inflation condition, or track tension, checked to specification	☐	☐	☐	
Undercarriage clear of harmful packed material and visibly damaged components	☐	☐	☐	
Wheel nuts, rims, track shoes, rollers and guards show no obvious defect	☐	☐	☐	
D. HYDRAULICS AND ATTACHMENT				
Hoses, pipes, fittings and couplers show no leak, abrasion, kink or damage	☐	☐	☐	
Cylinder rods, barrels and seals show no scoring, bending or abnormal wetness	☐	☐	☐	
Attachment lock, pins, retainers and quick coupler visibly secure	☐	☐	☐	
Bucket teeth, cutting edges, forks, hooks or tool-specific wear parts serviceable	☐	☐	☐	

HOW TO USE

Complete functional checks in a clear area. Record every defect and obtain the required release decision before operation.
Never bypass a guard, warning device or site isolation procedure.

CHECK ITEM	P	F	N/A	NOTES / DEFECT REF.
E. CAB AND SAFETY EQUIPMENT				
Seat, seat belt and operator-restraint components serviceable	☐	☐	☐	
Mirrors, windows and camera views clean, secure and usable	☐	☐	☐	
Horn, reversing alarm and other warning devices operate correctly	☐	☐	☐	
Work lights, indicators, beacon, wipers and washers operate as required	☐	☐	☐	
Fire extinguisher or suppression system in place and within inspection status, if fitted	☐	☐	☐	
ROPS / FOPS and cab structure show no obvious damage or unauthorised modification	☐	☐	☐	
F. START-UP AND FUNCTIONAL CHECKS				
Gauges, warning lamps and display complete their normal self-check	☐	☐	☐	
No abnormal noise, vibration, smoke, smell or warning remains after start-up	☐	☐	☐	
Steering and travel response normal during a low-speed check in a clear area	☐	☐	☐	
Service brake, parking brake and emergency stopping arrangements function	☐	☐	☐	
Hydraulic controls, attachment movement and interlocks respond smoothly and correctly	☐	☐	☐	
G. POST-SHIFT PARKING AND HANDOVER				
Machine cleaned enough to expose damage, leaks and service points	☐	☐	☐	
New leaks, damage, warning messages or performance changes recorded	☐	☐	☐	
Machine parked in the approved area with attachment lowered and pressure relieved	☐	☐	☐	
Hour-meter reading, fuel use and required service information recorded	☐	☐	☐	
Open defects and operating restrictions explained to the next operator / supervisor	☐	☐	☐	

MACHINE STATUS - SELECT ONE

☐ SAFE TO OPERATE☐ APPROVED MONITOR / ACTION☐ DO NOT OPERATE

DEFECT RECORD

Attach extra defect sheet or photographs when needed.

REF	SEVERITY	DESCRIPTION / LOCATION	ACTION / ASSIGNED TO

CRITICAL Stop and isolate.

When unsure, treat the condition as unsafe and escalate it.

MAJOR Supervisor or competent-person assessment.**MINOR** Schedule or monitor only if approved.

NEXT SERVICE DUE

Date: _____

Hour meter: _____

Enter the machine-specific due point from the current service plan - do not substitute a generic interval.

OPERATOR NAME / SIGNATURE

SUPERVISOR NAME / SIGNATURE

TECHNICIAN / REVIEWER

DATE AND TIME

HYDRAULIC SAFETY

Never use a bare hand to search for a pinhole leak. Use the approved method and PPE.

Suspected fluid-injection injury requires urgent medical attention, even if the wound looks small.