

Equipment Pre-Use Inspection Checklist

Inspect before each shift or first use. Use it with the manufacturer's operator manual for the specific machine, not instead of it. If a defect affects safe operation, do not use the equipment.

Company name or logo

Equipment type	Make and model	Unit or asset number	Hour meter or odometer
Operator name	Site or project	Date	Time

Mark each item: **OK** in good order. **Defect** needs attention (describe it below). **N/A** does not apply to this machine.

Walk-around (engine off, parked safely)				Cab and controls (engine running)			
Item	OK	Defect	N/A	Item	OK	Defect	N/A
No leaks: oil, fuel, hydraulic fluid or coolant				Seat and seat belt work and latch			
Tires or tracks: condition, pressure, wheel nuts				Gauges and warning lights work			
Hydraulic hoses, cylinders and fittings				Controls move freely and return to neutral			
Frame, boom, forks or bucket: no cracks				Horn works			
Attachment pins and couplers locked and secured				Travel or back-up alarm works			
Guards, covers and panels in place				Lights and beacon work			
Steps, handholds and grab rails secure and clean				Service brakes work			
Mirrors, windows and cameras clean, intact				Parking brake holds			
Rollover or falling object protection undamaged				Steering works smoothly			
Load chart, decals and warning labels legible				Wipers and defroster work			
Fire extinguisher present and charged (if fitted)				Emergency stop or shut-off works (if fitted)			
Area around the machine clear				Operator manual is in the machine			

Fluids and battery			
Item	OK	Defect	N/A
Engine oil level			
Hydraulic fluid level			
Coolant level			
Fuel level			
Battery secure; terminals clean			
Other fluids as listed in the operator manual			

Attachments and work functions			
Item	OK	Defect	N/A
Lift, tilt, swing and extend work smoothly			
Safety devices and interlocks work (if fitted)			
Chains, wire rope or slings inspected (if used)			
Attachment suits the job and the load			

Other checks required by the operator manual or your company for this machine

Defects found. Describe every item marked Defect.				
Item	What is wrong	Affects safe operation? (yes or no)	Reported to	Date and time

Result. Operator: tick one and sign.

☐ Safe to operate. No defects, or only defects that do not affect safe operation. ☐ NOT safe to operate. Tagged out (complete page 2).

Operator signature	Supervisor reviewed: name and signature	Date
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Out of service. Complete this page when a defect affects safe operation.

Stop. Do not operate the equipment. Then:

1. Park in a safe place, away from traffic and edges.
2. Lower attachments to the ground. Set the parking brake.
3. Shut down and remove the key. Hand it to the supervisor.
4. Attach a DO NOT OPERATE tag at the controls or ignition.
5. Tell your supervisor. Do not use it until it is repaired and released.

Anyone repairing the equipment follows your company's lockout procedure to isolate its energy sources before starting work. A tag warns people; it does not isolate energy.

Tag number	Tagged out by	Date and time tagged	Key held by
Supervisor notified: name		Date and time	Where the equipment is parked
Defect that put it out of service			

Repair

Repaired by (name and company)	Date repaired	Work order or reference
Repair done and parts replaced		

Return to service. Only a person authorized under your company procedure removes the tag.

Repair checked and function tested by: name and signature	Date and time
Tag removed by: name and signature	Date and time
Operator told the equipment is back in service: name	Date and time