

SECTION 9 MECHANICAL WORKSHOP MANAGEMENT

APPENDIX 1: DAILY VEHICLE / PLANT INSPECTION CHECKLIST

DAILY VEHICLE / PLANT INSPECTION CHECKLIST

Vehicle Plant No: _____

Driver: _____

Start Km/Hours: _____

End Km/Hours: _____

DATE: _____

ITEM TO CHECK	ACTION	TIME OF CHECK		DEFECT
		AM	PM	
Engine Oil	Check level and top up if necessary			
Hydraulic Oil	Check tank oil level and top up if necessary			
Radiator	Check level and top up if necessary			
Air Tanks	Check all air tanks and drain			
Tyres	Visually check all tyres for condition or inflation			
Battery (Tuesdays)	Check battery levels where possible			
Lights	Check operation of all lights and horn			
Brakes	Check operation of brakes			
General	Visually inspect machine for any faults			
Park Brake	Check operation of park brake			
Seat Belts	Check operation of seat belts			
Panels	Check panels for damage and security			

- NOTE 1:** All items of plant and vehicles must be checked and signed off by each operator before the plant or vehicle leaves the depot or the plant or vehicle is operated.
- 2:** Every box must be ticked if satisfactory, or alternatively any item requiring attention must be recorded in the comments column, and then reported to your supervisor.
- 3:** Clean windows, set mirrors, and allow engine to idle for a few minutes before driving off.
- 4:** In the event that more than one operator is to operate an item of plant or vehicle each day, then each operator is to perform a pre-start safety check.

**REPORT ANY FAULTS TO YOUR SUPERVISOR
AND THEN TO THE WORKSHOP**