

Daily Pre-Start Checklist

This checklist is **mandatory** and must be completed by the operator before the equipment is used on each shift. Any items marked "NO" must be reported to the supervisor immediately. **DO NOT** operate the plant until the issue is rectified and re-checked.

1. Administrative & Identification

Item	Details
Date:	
Site/Location:	
Plant Type (e.g., Skid Steer, Excavator, Forklift):	
Make & Model:	
Asset/Unit ID No.:	
Hour Meter Reading (Start):	
Operator Name (Print):	
Operator License/Competency No.:	
Operator Signature:	

2. Power-Off / Walk-Around Checks (Physical Inspection)

Check Item	OK (✓)	NO (X)	N/A	Comments / Fault Details
A. Fluid & Leak Check				
1. Engine oil, coolant, hydraulic fluid levels adequate?				
2. No visible leaks (oil, fuel, hydraulic fluid) on ground or hoses?				
B. Structural & Mechanical				
3. Tracks/Tires/Wheels free from excessive damage/cuts? (Proper inflation/tension)				
4. All guards, covers, and access panels secured?				
5. Body/Chassis/Boom free from major cracks or stress points?				
6. Greasing check: All pins and greasable areas recently serviced?				

C. Safety & Access				
7. Attachments (bucket, forks, etc.) secured with pins/locks and free from excessive wear?				
8. Steps, platforms, and grab handles clean and secure (3 points of contact)?				
9. Safety decals, warning signs, and load charts present and legible?				
10. Fire extinguisher present, charged, and in date?				
11. Operator's manual present in the cabin?				

3. Power-On / Functional Checks

Check Item	OK (✓)	NO (X)	N/A	Comments / Fault Details
A. Operator Station				
12. Seatbelt secure and functional? (Check expiry date if present)				
13. Operator Presence System (interlocks/seat sensor/deadman switch) working correctly?				
14. All gauges, indicators, and warning lights functional (no critical faults displayed)?				
15. Windows and mirrors clean and correctly adjusted for visibility?				
B. Controls & Systems				
16. Service/Parking Brakes functional?				
17. Steering/Travel controls (forward/reverse) smooth and responsive?				

18. Hydraulic Lift/Tilt/Auxiliary functions working smoothly and holding position?				
19. Horn, Reverse Alarm, and Flashing Beacon/Strobe Light functional?				
20. Emergency Stop button (if fitted) easily accessible and functional?				

4. Final Declaration & Action

Declaration	Status
Overall Machine Status:	Fit for Use / Requires Maintenance
Supervisor/Site Manager Notified of Faults? (if applicable)	Yes / No / N/A
Faults rectified and re-checked by:	
Re-Check Signature:	

Now that the daily checklist is finalized, would you like me to draft the simple procedure for **tagging out** the equipment when a fault is found, to ensure the plant remains secured and safe until repairs are complete?