



### PLANT DAILY INSPECTION CHECKLIST

It is the responsibility of the operator /driver to ensure this checklist is completed prior to the plant being operated. Any faults /defects are to be reported and an assessment made as to whether the plant is safe to operate, or the fault needs rectification prior to operation. If doubt exists, the issue is to be referred to the supervisor / site manager.

<b>WORKPLACE/SITE LOCATION</b>								
<b>PLANT TYPE</b>						<b>REGISTRATION NUMBER</b>		
<b>CONTRACTOR'S PLANT</b>			<b>YES / NO</b>		<b>CONTRACTOR</b>			
<b>OPERATOR NAME (please print)</b>								
<b>SAFETY ITEM</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>	<b>SAT</b>	<b>SUN</b>	<b>NOTES</b>
	/	/	/	/	/	/	/	
Lights, Flashing yellow light, Warning Devices (reversing alarms etc), Signs.								
Hydraulics - leaks, damage, connections								
Components - damaged, broken								
Wheels - tyres, loose nuts wear, suspension								
Pins - pivots, rams, lift arms, bucket pins								
Quick - hitch independent connector secured								
Guards - All moving parts (gears, belts, drive shafts, PTO's etc) are securely and adequately guarded and warning signs are legible.								
Condition of - hooks, sheaves, chains, tracks, slings								
Cabin - controls, loose objects, seat belts, windscreens, visibility, seat function								
Warning lights – gauges								

<b>SAFETY ITEM</b>	<b>MON</b> /	<b>TUE</b> /	<b>WED</b> /	<b>THU</b> /	<b>FRI</b> /	<b>SAT</b> /	<b>SUN</b> /	<b>NOTES</b>
Operation of brakes, steering controls, wipers, levers, buckets, before moving off+								
Other eg. fire extinguisher/backpack spray, electrical connections, wiring etc.								
No excessive rust								
Quick Hitch connected by an additional safety device independent of the quick hitch mechanism.								
<b>IMPORTANT</b> Check around plant before moving off.								
<b>OPERATOR'S INITIALS</b>								

**OPERATOR'S  
SIGNATURE** \_\_\_\_\_

**SUPERVISOR'S  
SIGNATURE** \_\_\_\_\_  
(Random Check)

## Plant Fault/Defect Report Record

To be used to report any fault or defect identified during daily plant safety checks or during work operations.

Reported by (who)		Position	Plant Hrs/Kms
Reported to		Position	Date / /
Reported by (means)		Details of Fault/Defect	
<input type="checkbox"/> Radio	<input type="checkbox"/> Forwarding		
<input type="checkbox"/> Telephone	<input type="checkbox"/> In person		
Signature			