

# PRE-OPERATIONAL CHECKLIST FOR AN excavator



NAME  DATE  Excavator No

All the items in the "ITEMS TO BE CHECKED" column must be checked by operators before operating equipment.

Indicate whether each item is in a serviceable condition (using a tick) or not (using a cross). If irrelevant, write n/a in the comments section. If defective, comment on the exact nature of the defect and do not operate until reported and corrected. A new checklist then needs to be filled in and retained indicating that all parts are serviceable.

## PERSONAL PROTECTIVE EQUIPMENT REQUIRMENTS

Safety belt inside the operator's cabin, and a reflective jacket, safety boots and hard hat in hard hat areas when disembarked from the machine.



## PRE-OPERATIONAL ITEMS TO BE CHECKED



## COMMENTS

| PRE-OPERATIONAL ITEMS TO BE CHECKED           |  | COMMENTS |
|---|--|----------|
| <b>360° WALK AROUND</b>                       |  |          |
| BODY CONDITION                                |  |          |
| ROLL OVER PROTECTION CONDITION                |  |          |
| INSPECT ALL COVERS AND GUARDS ARE IN PLACE    |  |          |
| SAFETY DECALS VISIBLE AND LEGIBLE             |  |          |
| NUMBER PLATE -VISIBLE                         |  |          |
| WORKING LIGHTS IN GOOD CONDITION              |  |          |
| BUCKET & BUCKET TEETH IN GOOD CONDITION       |  |          |
| BUCKET PINS & BUSHINGS CONDITION              |  |          |
| DIPPER AND BOOM CONDITIONS                    |  |          |
| INSPECT STEPS, GRAB IRONS CONDITIONS          |  |          |
| <b>UNDERCARRIAGE</b>                          |  |          |
| TRACK CONDITION                               |  |          |
| ROLLERS CONDITION                             |  |          |
| IDLERS CONDITION                              |  |          |
| SPROCKETS CONDITION                           |  |          |
| TRACK SHOES/BOOTS CONDITION                   |  |          |
| PINS/BUSHINGS CONDITION                       |  |          |
| TRACK ADJUSTMENT                              |  |          |
| ROCK GUARDS CONDITION                         |  |          |
| <b>DRIVER'S CABIN</b>                         |  |          |
| SEAT IN GOOD CONDITION AND ADJUSTABLE         |  |          |
| SEATBELT WORKS PROPERLY                       |  |          |
| WINDSCREEN CLEAN NOT CRACKED                  |  |          |
| STEERING WHEEL IN GOOD CONDITION              |  |          |
| INSTRUMENT PANEL IN GOOD CONDITION            |  |          |
| CONTROL LEVERS IN GOOD CONDITION              |  |          |
| FLOOR PLATE FREE OF DEBRIS, OIL, GREASE, ETC. |  |          |

## PRE-START ENGINE CHECKS



### GENERAL CHECKS

|                                       |                                     |
|---------------------------------------|-------------------------------------|
| INSPECT ENGINE COMPARTMENT FOR DEBRIS | FUEL TANK DRAINED OF WATER SEDIMENT |
| NO FUEL, WATER & OIL LEAKS (GROUND)   | TURBO CHARGER CONDITION             |

**Never rush an inspection. Remember: your reputation is on the line!**

**Continued overleaf**

**PRE-START ENGINE CHECKS (CONTINUED)**

**FLUIDS / LUBRICATION**

GREASE POINTS LUBRICATED  ENGINE OIL  STEERING OIL  BRAKE FLUID  STEERING OIL   
 RADIATOR COOLANT  BATTERY ELECTROLYTE  DIFFERENTIAL OIL  TRANSMISSION AXLE OIL   
 FRONT AXLE OIL  PLANATERIES OIL  HYDRAULIC OIL LEVEL  TRANSMISSION OIL (ENGINE ON)

**COOLING SYSTEM CHECKS**

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| FAN ASSEMBLY CONDITION                | RADIATOR CAP NO CONTAMINANTS          |
| NO LEAKS/DAMAGE ON PIPES/HOSES/CLAMPS | RADIATOR CAP NO CORROSION             |
| RADIATOR CORE NOT LEAKING OR CORRODED | WATER PUMP PULLEY IS PROPERLY ALIGNED |

**AIR INDUCTION AND EXHAUST SYSTEM**

|                                       |   |
|---------------------------------------|---|
| ENGINE PRE-CLEANER BOWL UNOBSTRUCTED  | AIR RESTRICTION INDICATOR (GREEN/YELLOW)  |
| AIR FILTER CONDITION                  | AIR RESERVOIR DRAINED OF WATER & SEDIMENT |
| AIR INDUCTION PIPES IN GOOD CONDITION | MUFFLER / EXHAUST IN GOOD CONDITION       |

**BATTERY**

|                                   |                                   |
|-----------------------------------|-----------------------------------|
| CLEAN, DRY AND PROPERLY SECURED   | CASING NOT BUCKLED BY HEAT DAMAGE |
| TERMINAL LUGS ARE CLEAN AND TIGHT | ALTERNATOR CONDITION              |

**FUEL SYSTEM**

|                         |                          |
|-------------------------|--------------------------|
| PUMP CONDITION          | THROTTLE LINKAGE         |
| FUEL LINES CONDITION    | FILTER CONDITION         |
| FUEL LINE CLAMPS SECURE | FUEL INJECTORS CONDITION |

**BRAKE SYSTEM**

|                |                           |
|----------------|---------------------------|
| AIR COMPRESSOR | LINKAGE CONDITION         |
| BLEED AIR TANK | LINES AND HOSES CONDITION |

**HYDRAULIC SYSTEM**

|  |  |
|--|--|
| RESERVOIR IN GOOD CONDITION & NO LEAKS   | CLEVIS MOUNTINGS ALL TIGHTLY FASTENED  |
| PUMP IN GOOD CONDITION AND NO LEAKS      | CYLINDERS ALL IN GOOD CONDITION        |
| OIL COOLER CONDITION                     | PISTON RODS ALL NOT DISCOLOURED,       |
| VALVE BANK IN GOOD CONDITION & NO LEAKS  | PISTON RODS HAVE NO VERTICAL SCRATCHES |
| PIPES ALL IN GOOD CONDITION AND NO LEAKS | PISTON RODS NOT BENT OR CRACKED        |
| PORTS NOT LEAKING                        | NOT LEAKING OIL FROM RING SEALS        |

**START-UP ITEMS TO BE CHECKED**



**COMMENTS**

|  |  |
|--|--|
| START-UP – GLOW PLUGS WORK (IF APPLICABLE) |  |
| GAUGES - ALL REGISTER AS WORKING           |  |
| GAUGES - NO FAULTS INDICATED               |  |
| WORK WARNING LIGHT WORK                    |  |
| WORKING LIGHTS FUNCTIONAL                  |  |
| WINDSCREEN WIPERS WORKING                  |  |
| HOOTER WORKS                               |  |
| HOUR METER – NOT YET DUE FOR A SERVICE     |  |
| REAR VIEW MIRRORS – CORRECTLY ADJUSTED     |  |
| CONTROLS / SAFETY LEVER SWITCH FUNCTIONAL  |  |
| GEARS CHECK – (FORWARD AND REVERSE)        |  |
| TRAVEL MOVEMENT ALARM FUNCTIONAL           |  |
| BRAKES – WORKS AFTER TESTING               |  |
| HYDRAULIC FUNCTIONS ARE OPERATIONAL        |  |
| DEFROST/ HEAR / AIR CONDITIONER WORKING    |  |
| PARK BRAKES – WORKS AFTER TESTING          |  |

OPERATOR SIGNATURE

DATE

**Never use equipment you're not trained to operate!  
 Contact us at +27 (0) 12 661 6721 or visit us at  
 www.hretd.co.za for quality in-service training**