

# PRE-OPERATIONAL CHECKLIST FOR A face shovel



NAME  DATE  FACE SHOVEL 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	<input type="checkbox"/>	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**