

Plant & Equipment Inspection Checklist

Pre-use and weekly plant checks with defect reporting and off-hire recording. · Free template from SiteAudit — siteaudit.app/templates

PROJECT	PLANT ITEM	MAKE / MODEL	SERIAL / FLEET NO.
SUPPLIER	ON-HIRE DATE	OPERATOR	INSPECTION DATE

Ref	Item	Y / N / N/A	Observation / evidence	Action required	Owner	Due date	Status
1. Documentation							
1	Thorough examination certificate in date (LOLER where applicable)						
2	Operator holds valid certification for this category of plant						
3	Operator's manual available with the machine						
4	Pre-use check record being completed daily						
2. Condition							
5	No visible damage to structure, boom, chassis or attachments						
6	Tyres, tracks and wheel nuts in good condition						
7	No hydraulic, fuel or oil leaks						
8	Fluid levels correct and cap and filler secure						
9	Guards, covers and panels in place and secure						
3. Safety systems							
10	Warning beacon, horn and reversing alarm working						
11	Lights and indicators working						
12	Mirrors and cameras clean, adjusted and undamaged						
13	Seat belt or restraint present and functioning						
14	Emergency stop and secondary controls tested						
15	Fire extinguisher present, in date and accessible						
4. In use							
16	Exclusion zone established and maintained around the machine						

