

Plant Daily Inspection—Fault Report



Company Name: _____ Week commencing: _____
 Project: _____ Site/Location: _____
 Plant Type: _____ Plant No.: _____ Reg No.: _____

Plant Operator Daily Safety Checklist

Operators are required to check the following items before commencing work. These records form the basis of a plant maintenance procedure and will be subject to random inspection. Keep the record with you at all times.

Please mark OK Fault Identified [N/A] Item Not Applicable
 the boxes: No obvious defect (Use Fault/Defect Report below) to this plant

Before commencing operations check -		Mon	Tue	Wed	Thur	Fri	Sat	Sun
Record Plant Hours/Kilometre Reading								
1. Wheels - tyres, nuts, damage, wear, pressure (visual)								
2. Cabin - access/egress, seating, seatbelts, loose objects, control levers								
3. Visibility - windscreen, wipers, washer, demister, mirrors, windows								
4. Guards - in place, secure, warning signs—lights, alarms								
5. Excessive wear - hooks, chains, pins, pivots, tracks, ground engagement tools								
6. Oil and Coolant levels								
7. Hydraulics - rams, hoses, leaks, wear								
8. Brakes, steering, gauges, lights, warning devices								
9. Misc. electrical, fire extinguisher, communications								
10. Check Load Capacity Plates/Charts								
Operators' Names <i>(Please print)</i>								
Operators' Signatures								
Supervisor's Signature—Random Check								

Plant Fault/Defect Report

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

Reported by: _____ Reported to: _____

Position: _____ Position: _____

Date: _____

Method of Reporting: Telephone In Person Radio

Details of fault/defect _____

Does the fault constitute a safety hazard? Yes , No *(Please tick appropriate box)*

Does the machine require immediate repair? Yes , No *(Please tick appropriate box)*

If **Yes** to either question, **park machine up**, contact Plant Manager or Supervisor

Machine **shall not be used** until Plant Manager or his delegate gives clearance for use.

If **No**, indicate when machine requires attention and send this form in with daily report.

Requires attention in next few days: Yes , No Requires attention at next service: Yes , No

Distribution: White copy (client), Yellow copy (plant file), Blue copy (book)