Excavator checklist

Date _____ **Time** _____

Site or location _____ **Operator name** _____

Machine make, model and unit number _____ **Hour meter reading** _____

Walk around the machine (engine off)	Pass	Fail	N/A
Operator's manual and load chart, if used for lifting, are on the machine	☐	☐	☐
Tracks, rollers, idlers and sprockets are in good condition, with no missing parts	☐	☐	☐
Track tension looks right and nothing is jammed in the undercarriage	☐	☐	☐
Boom, stick and bucket show no cracks, bends or wear	☐	☐	☐
Pins, bushings and retainers are in place and secure	☐	☐	☐
Quick coupler and bucket lock are in good condition	☐	☐	☐
Hydraulic hoses, cylinders and fittings are free of leaks	☐	☐	☐
Counterweight and covers are secure	☐	☐	☐
Engine oil, coolant, hydraulic fluid and fuel levels are correct	☐	☐	☐
Cab glass, mirrors and lights are clean and undamaged	☐	☐	☐
Steps, handholds and walkway surfaces are clear and not slick	☐	☐	☐

After you start (engine on)	Pass	Fail	N/A
Gauges and warning lights work, and none stay on	☐	☐	☐
Seat belt is in good condition and used	☐	☐	☐
Horn, travel alarm and lights work	☐	☐	☐
Joysticks or levers work smoothly, and return to neutral	☐	☐	☐
Boom, stick, bucket and swing all move correctly, and hold when released	☐	☐	☐
Travel controls work, and the brakes hold on a slope	☐	☐	☐
Quick coupler locks, and the lock is tested with the attachment on	☐	☐	☐
Fire extinguisher is in place, if your site requires one	☐	☐	☐
No unusual noises, smells or vibration	☐	☐	☐

Dig area	Pass	Fail	N/A
Underground utilities are located and marked before digging	☐	☐	☐
Overhead lines are identified and the required distance is kept	☐	☐	☐
Swing radius is barricaded, and people stay out of it	☐	☐	☐
Spoil and equipment are kept back from the edge of the trench	☐	☐	☐
A spotter or signal person is in place where the operator can't see	☐	☐	☐
Operator is trained on this machine and knows the site's signals	☐	☐	☐

Defects found and action taken

_____

_____

_____

Taken out of service? ☐ Yes ☐ No **Reported to** _____

Inspector signature _____ **Date** _____

Supervisor review _____ **Date** _____

A starting point. Adapt it to your equipment, your procedures and the rules that apply to you. Free template from portalbaseai.com