

# Mini Digger

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## How to use this check sheet:

Plantshifter.com has created a whole range of pre use check sheets, these sheets are free to download to help you maintain you plant and machinery to ensure it is safe to operate.

These sheets should ideally be kept on a clipboard in the cab of the machine for which they refer to. Then any users can see when the machine was last checked, any faults on the machine and any parts which they need to pay particular attention when doing a pre-use check.

If the pre-use check sheets are lost or damaged, it needs to be reported to a supervisor immediately.

Filling out the pre use check sheet:

- Insert the your name and then the make, model and the serial number of the machine which you are about to check onto each page of the pre-use check sheet, in the relevant boxes.
- Start going through the check list, following the recommended checks outlined on the “Daily check list” on the next page
- If the item on the list passes the daily check recommendation put a tick in the relevant box for the day of the week, if it doesn’t pass place a cross in the box.
- The brake test reading should be inserted everyday whether the reading is from a portable machine or from the on-board reading.
- The operator should sign the sheet everyday
- At the end of the week the sheet has to be signed by the supervisor and filed for future reference

What to do if there are faults on the machine:

- If you have to put a cross in any of the daily check boxes then this fault must be recorded and reported
- In the faults section of the check sheet fill out the the date, your name, the machine serial number and information then describe the fault.
- The check sheet should then by seen by a supervisor to determine what to do about the fault.
- If the machine is unfit for safe use then the supervisor will organise for the repair.
- If the machine is deemed safe for use then the reason should be noted and both the operator and supervisor sign the sheet.
- The machine can then be scheduled in for repair as soon as possible.

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## Daily checks:

|                              |   |   |
|------------------------------|---|---|
| Oil, Fuel and coolant levels | : | Follow the manufacturers handbook to check all the fuel and coolant levels are correct, check for any leaks from pipework, and inspect under the machine for leaks on the ground.   |
| Engine visual check          | : | Check the engine for any broken belts and other other obvious problems  |
| Tracks                       | : | Check for leaks, and any serious damage to tyre side walls and tread<br>Check tension on tracks and general condition.  |
| Steps and handrails          | : | Check they are safe and secure  |
| Mirrors                      | : | Check they are in good order and adjusted correctly.  |
| Windows                      | : | Check condition and that wipers are working   |
| Horn                         | : | Check operation   |
| Lights                       | : | Check Operation   |
| Seat                         | : | Check springs, fixings and dampers  |
| Seat belt                    | : | Check condition and mountings   |
| Instruments                  | : | Check that all the instruments are working correctly  |
| Fire extinguishers           | : | Check these are in place and up to date with the annual checks  |
| Steering                     | : | Check operation   |
| Hydraulic Rams               | : | Check for leaks and damage  |
| Cab Condition                | : | Check for heavy loose objects in the cab which could cause damage in an accident, check the general cleanliness so instruments can be read easily. Check cab air filters if fitted. |
| Vehicle structure            | : | Check for any damage to the cab and other parts of the body.  |
| Bucket condition             | : | Check for excessive wear, cracks and defects on the bucket, pins and wear plates, check the condition of the teeth if applicable.   |
| Machine Guarding             | : | Check all guards are present and secure.  |
| Slew brake (if fitted)       | : | Check to see it is operating properly   |

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week commencing .....  
 Operators name .....  
 Manufacturer .....  
 Model .....  
 Serial Number .....



Hours .....

| Check list item      | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
|----------------------|-----|------|-----|-------|-----|-----|-----|
| Feul                 |     |      |     |       |     |     |     |
| Hydraulic oil        |     |      |     |       |     |     |     |
| Engine Oil           |     |      |     |       |     |     |     |
| Coolant              |     |      |     |       |     |     |     |
| Engine visual check  |     |      |     |       |     |     |     |
| Wheels and nuts      |     |      |     |       |     |     |     |
| Tracks               |     |      |     |       |     |     |     |
| Steps and Handrails  |     |      |     |       |     |     |     |
| Mirrors              |     |      |     |       |     |     |     |
| Windows              |     |      |     |       |     |     |     |
| Horn                 |     |      |     |       |     |     |     |
| Lights               |     |      |     |       |     |     |     |
| Seat                 |     |      |     |       |     |     |     |
| Seatbelt             |     |      |     |       |     |     |     |
| Instruments          |     |      |     |       |     |     |     |
| Fire extinguishers   |     |      |     |       |     |     |     |
| Steering             |     |      |     |       |     |     |     |
| Hydraulic rams       |     |      |     |       |     |     |     |
| Cab condition        |     |      |     |       |     |     |     |
| Vehicle Structure    |     |      |     |       |     |     |     |
| Bucket Condition     |     |      |     |       |     |     |     |
| Machine Guarding     |     |      |     |       |     |     |     |
| Operator Signature   |     |      |     |       |     |     |     |
| Supervisor Signature |     |      |     |       |     |     |     |

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week commencing .....  
 Operators name .....  
 Manufacturer .....  
 Model .....  
 Serial Number .....



Hours .....

|                      |  |
|----------------------|--|
| Date                 |  |
| Description of fault |  |
| Action Taken         |  |
| Operator Signature   |  |
| Supervisor Signature |  |

|                      |  |
|----------------------|--|
| Date                 |  |
| Description of fault |  |
| Action Taken         |  |
| Operator Signature   |  |
| Supervisor Signature |  |

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## How to deal with reported faults

When a fault is found on a piece of equipment these rules tell you the procedure and time-scale in which the fault needs to be rectified.

### Grade A Fault

If any problems occur with the following apparatus then the vehicle must be taken out of service immediately.

- Brakes
- Steering
- Cracks in vision on front windscreen
- Headlights if working in hours of darkness or poor visibility
- Cracks or problems with the machines structure
- Serious faults, tears or rips in the tyres
- Operation of windscreen wipers
- Steps and handrails
- Major oil/fluid leaks
- Damage to the seat
- Missing guards or damaged guards
- Problems with door handles that prevent easy opening
- Any damage to seat belts
- Communication system (if used on sites)

### Grade B Fault

If there are any problems with the following apparatus it is categorised as a grade B fault, this means the supervisor needs to be notified immediately to assess the situation, the supervisor will advise whether or not the machine can be used until it can be repaired and the defect should be rectified as soon as is practical to do so.

- Headlights (if not being used where viability is poor)
- Flashing beacons
- Minor cracking to windscreen
- steps and handrails where the damage doesn't compromise the safe mounting and dismounting of the machine.

### Grade C Fault

Any problems not listed as a grade A or B fault are not considered a major safety hazard and therefore can be rectified at a convenient time within a month of being reported