

S19 – Ancillary Vehicles Inspection Checklist H&SM&I01

Site	Machine	Date							Action required	Date completed
		M	Tu	W	Th	F	S	Su		
Item inspected		✓ = OK X = defect								
Before start up										
	Check oil and water levels (hydraulic oil after start up)	○	○	○	○	○	○	○	
	Complete a walk round inspection	○	○	○	○	○	○	○	
After start up (before moving off)										
	Check instruments are reading correctly	○	○	○	○	○	○	○	
	Check the brake air pressure	○	○	○	○	○	○	○	
	Is the reverse warning device OK?	○	○	○	○	○	○	○	
	Check the front and rear lights are OK	○	○	○	○	○	○	○	
Daily	Check the all round vision (mirrors, CCTV, radar etc)	○	○	○	○	○	○	○	X = park the machine up	
	Is the horn working?	○	○	○	○	○	○	○	
	Check the operation of the air conditioning/filtration	○	○	○	○	○	○	○	
	After moving off									
	Check the brakes and steering feel OK	○	○	○	○	○	○	○	X = park the machine up	
	Undertake a brake drive test (stop on incline when loaded)	○	○	○	○	○	○	○	X = park the machine up	
	Undertake a parking brake test (hold on incline when loaded)	○	○	○	○	○	○	○	X = park the machine up	
During Operation										
	Inspect for oil, water, or fuel leaks and unusual smells or noises	○	○	○	○	○	○	○	
	Grease – in accordance with manufacturer’s instructions	○	○	○	○	○	○	○	
At end of shift										
	Drain the air tanks	○	○	○	○	○	○	○	
Weekly	Stop in marked distance (tick day completed)	○	○	○	○	○	○	○	X = park the machine up	
	Check handrails/handholds and condition of window catches	○	○	○	○	○	○	○	
	Check tyre condition and pressure	○	○	○	○	○	○	○	
	Seat and seat belt condition	○	○	○	○	○	○	○	X = park the machine up	
	Clean the cab (vacuum etc)	○	○	○	○	○	○	○	

Signature of person carrying out inspection

Countersignature of management

