INSPECTIONS

Daily equipment inspection checklist

A general pre-use check for any piece of plant equipment at the start of the day or shift: damage and leaks, guards, fluids, controls and safety devices, a short running check, housekeeping, and a result that takes the machine out of service when it fails.

How often: **Daily, before first use** Who: **Operator** **About 10 min** **29 items**

Site or area _____ Asset or line _____

Date and time _____ Completed by _____

Before you use it

- A general checklist for equipment that has no dedicated template in this library. It makes no claim about what any regulation requires: forklifts, aerial lifts, overhead cranes, conveyors, ladders, chain slings and welding machines each have a dedicated checklist here that quotes the standard that applies to them.
- Start from the manufacturer's manual: its daily or pre-start checks go in first, and the limit for any reading comes from it. Delete the items that do not apply to the equipment (brakes on a fixed machine, interlocks on a mobile one) and add the ones its manual lists.
- Run it per machine rather than per area, so the record follows the asset. A failed item with a photo becomes the work order, and the operator does not run the equipment until the result says it can.

Equipment

NO.	ITEM	RESULT	NOTES
1	**Scan the equipment's tag**	☐ Visited	
2	**Equipment and location**	_____	
3	**Hour meter or odometer** Leave blank if the equipment has no meter.	_____ hours Limit _____	

Walk-around

NO.	ITEM	RESULT	NOTES
4	**No visible damage, cracks or loose parts**	☐ Pass ☐ Fail ☐ N/A	
5	**No leaks of oil, fuel, coolant or hydraulic fluid on or under the equipment**	☐ Pass ☐ Fail ☐ N/A	
6	**Guards and covers in place and secured**	☐ Pass ☐ Fail ☐ N/A	
7	**Belts, hoses and fittings intact: no fraying, cracking or seepage**	☐ Pass ☐ Fail ☐ N/A	
8	**Tires, wheels, tracks, feet or mountings in good condition and secure**	☐ Pass ☐ Fail ☐ N/A	
9	**Labels, warning decals and capacity plates legible**	☐ Pass ☐ Fail ☐ N/A	

Fluids and consumables

NO.	ITEM	RESULT	NOTES
10	**Oil level within the marks**	☐ Pass ☐ Fail ☐ N/A	
11	**Coolant level within the marks**	☐ Pass ☐ Fail ☐ N/A	
12	**Fuel or battery charge enough for the shift**	☐ Pass ☐ Fail ☐ N/A	
13	**Grease points lubricated per the schedule**	☐ Pass ☐ Fail ☐ N/A	

Controls and safety devices

NO.	ITEM	RESULT	NOTES
14	**Emergency stop tested: stops the machine and resets**	☐ Pass ☐ Fail ☐ N/A	
15	**Start, stop and operating controls work and return to neutral**	☐ Pass ☐ Fail ☐ N/A	
16	**Interlocks, guard switches or light curtains stop the machine when opened or broken**	☐ Pass ☐ Fail ☐ N/A	
17	**Horn, lights, backup alarm or warning beacon work**	☐ Pass ☐ Fail ☐ N/A	
18	**Brakes and parking brake hold**	☐ Pass ☐ Fail ☐ N/A	
19	**Gauges and indicators read in the normal range**	☐ Pass ☐ Fail ☐ N/A	

Running check

NO.	ITEM	RESULT	NOTES
20	**Starts normally, with no abnormal noise, vibration or smell**	☐ Pass ☐ Fail ☐ N/A	
21	**No warning lights or fault codes**	☐ Pass ☐ Fail ☐ N/A	
22	**Operating temperature** Set the limits from the manufacturer's manual and your normal operating range.	_____ °C Limit _____	
23	**Operating pressure** Set the limits from the manufacturer's manual and your normal operating range.	_____ bar Limit _____	

Housekeeping

NO.	ITEM	RESULT	NOTES
24	**Area around the equipment clear of trip hazards, spills and stored material**	☐ Pass ☐ Fail ☐ N/A	
25	**Fire extinguisher for the area present and accessible**	☐ Pass ☐ Fail ☐ N/A	

Result

NO.	ITEM	RESULT	NOTES
26	**Photo of any defect**	☐ Photo taken	
27	**Defects found**	_____	
		_____	
28	**Result**	☐ Safe to operate ☐ Operate with the noted restriction ☐ Do not operate: tagged out and reported	
29	**Operator**	Name _____ Signature _____ Date _____	

Follow-up

For each failed check or reading out of limit: what was found, what was done, and the work order raised for it.

NO.	WHAT WAS FOUND	ACTION OR WORK ORDER	OWNER	DUE

Free to use and adapt. To run it on mobile, with checkpoint scans, readings checked against their limits as they are entered, and photos and signatures attached to the check, see vardian.io/templates/daily-equipment-inspection-checklist.