

Excavator Daily Check

An excavator pre-use record covering machine identity, attachment security, visibility, visible leaks, authorised function checks and defect restrictions.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

For trained operators following the machine instructions. This is not a lift plan, lifting examination, quick-hitch certification or permission to work near buried or overhead services.

HSE highlights separation from pedestrians, suitable equipment, maintenance and trained operators. Moving, slewing and falling attachments create serious risks. A machine check must be used alongside site controls.

2. Equipment and scope

Excavator ID, model and location *

Scan the machine data plate

Scanned in the SiteSurvey app. On paper, write the numbers: serial number, model number, asset number.

Competent person and authorisation *

Manufacturer or approved procedure reference *

Work or inspection scope and exclusions *

3. Machine setup

Hours and shift

Attachment and quick-hitch identity *

Attachment connection verification under manufacturer procedure *

Identify the attachment and the check specified for its coupling arrangement. Do not infer a satisfactory check from attachment appearance alone.

Work area and segregation plan reference

4. Daily checks

Tracks or tyres and visible running gear checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Boom, dipper and attachment visibly checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Hydraulic leaks and hoses checked from a safe position * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Cab access, restraint, mirrors and cameras checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Warnings, controls and emergency functions checked to procedure * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

5. Handover

Use decision * (choose one)

☐ Available within recorded limits ☐ Restricted use ☐ Out of service

Restrictions, isolation and person informed * (if applicable)

Repair or follow-up job reference

Condition and defect evidence (photos: attach, or note the file names)

6. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.