

EXCAVATOR · DAILY WALKAROUND

FREQUENCY

Pre-Trip Inspection

EVERY SHIFT

Do this walkaround at the start of every shift, machine parked on level ground, implements lowered, engine off.
Don't start the machine until it's done. Anything that affects safe operation gets tagged out and reported before the machine moves.

UNIT #	MAKE / MODEL	HOUR METER	DATE / SHIFT	OPERATOR

ITEM	WHAT YOU'RE LOOKING FOR	OK	DEF	N/A
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BEFORE YOU APPROACH

Work area around the machine	people, vehicles, overhead lines, open trenches, soft or sloped ground	☐	☐	☐
Ground under the machine	fresh oil, coolant, fuel or hydraulic puddles	☐	☐	☐
Steps, handholds, platforms	secure, clean, free of mud, ice, snow and grease	☐	☐	☐
Guards, covers, doors, latches	in place, undamaged, closed	☐	☐	☐
Housekeeping	trash, dirt and grease build-up cleared from engine area and undercarriage	☐	☐	☐

BUCKET, STICK AND BOOM

Bucket, teeth / GET, cutting edge	wear, cracks, loose or missing teeth and adapters	☐	☐	☐
Bucket pins, retainers, quick coupler	secure, locked, retainer bolts in place, wear	☐	☐	☐
Bucket, stick and boom cylinders	leaks at seals, scored or bent rods, hose chafe	☐	☐	☐
Boom and stick structure	cracks, bent plates, weld damage, pin play	☐	☐	☐
Front hydraulic hoses and fittings	chafe, weeping, bulges, damage	☐	☐	☐
Grease points	boom, stick and bucket pins greased per the lube chart	☐	☐	☐

UNDERCARRIAGE AND SWING

Track tension / sag	within spec, adjust if slack or overtight	☐	☐	☐
Track shoes, links, pins, bushings	wear, cracks, missing or loose bolts	☐	☐	☐
Rollers, idlers, sprockets	leaks, wear, damage	☐	☐	☐
Final drives	leaks, cover bolts, fill and drain plugs	☐	☐	☐
Carbody and track frames	cracks, damage, debris packed in	☐	☐	☐
Swing bearing and swing drive	leaks, loose bolts, grease	☐	☐	☐

ENGINE COMPARTMENT AND FLUIDS (ENGINE OFF)

Engine oil level	level on dipstick, condition	☐	☐	☐
Coolant level	level in expansion tank; never open a hot system	☐	☐	☐
Hydraulic oil level	level in sight glass, machine in the checking position	☐	☐	☐
Fuel level, fuel cap, water separator	enough fuel for the shift, cap sealed, drain water	☐	☐	☐
DEF level (if equipped)	level, cap sealed, no crystal build-up	☐	☐	☐
Air cleaner restriction indicator	not tripped; reset or service if flagged	☐	☐	☐
Belts and hoses	tightness, cracks, leaks, chafe	☐	☐	☐
Radiator, oil cooler, AC condenser	debris, fin blockage, leaks	☐	☐	☐
Batteries and disconnect switch	secure, terminals clean and tight, no corrosion	☐	☐	☐
Leaks anywhere in the engine bay	oil, fuel, coolant, hydraulic	☐	☐	☐

Pre-Trip Inspection (continued)

Unit # _____ Date _____

ITEM	WHAT YOU'RE LOOKING FOR	OK	DEF	N/A
LIGHTS, SAFETY DEVICES AND EXTERIOR				
Work lights, beacon, travel lights	working, lenses intact and clean	☐	☐	☐
Mirrors and cameras	intact, clean, adjusted	☐	☐	☐
Windows and glass	cracks, clean, unobstructed view	☐	☐	☐
Fire extinguisher	charged, mounted, inspection tag current	☐	☐	☐
Decals and warning labels	present, legible	☐	☐	☐
ROPS / FOPS and cab mounts	damage, cracks, loose mounting bolts	☐	☐	☐

IN THE CAB (BEFORE START)

Seat and seat belt	condition, buckle latches, mounting secure, adjusted	☐	☐	☐
Controls and hydraulic lockout	controls in neutral, lockout lever in LOCKED position	☐	☐	☐
Cab floor and pedals	clear of tools, mud and debris	☐	☐	☐
Wipers and washers	working, washer fluid topped up	☐	☐	☐
Heater, defrost, AC	working (visibility in all conditions)	☐	☐	☐
Emergency exit and hammer	present, accessible, unobstructed	☐	☐	☐
Operator's manual and inspection log	in the cab	☐	☐	☐
Hour meter reading	recorded on this sheet	☐	☐	☐

FUNCTION CHECK (ENGINE RUNNING)

Start-up	no abnormal noise or smoke, warning lights clear after self-test	☐	☐	☐
Gauges and monitor	readings normal, no active fault codes	☐	☐	☐
Horn, travel alarm, back-up camera	all working	☐	☐	☐
Boom, stick, bucket, swing	smooth, no drift, no abnormal noise	☐	☐	☐
Travel	forward and reverse on both tracks, speed selector, machine holds on a slope	☐	☐	☐
Swing brake / swing lock	holds	☐	☐	☐
Leaks after pressure is up	recheck cylinders, hoses, pumps and valve bank	☐	☐	☐

DEFECTS FOUND (one line per defect; safety-critical = machine does not operate until it's fixed)

#	ITEM / LOCATION	DESCRIBE THE DEFECT	SAFETY-CRITICAL?	REPORTED TO
1			☐ Y ☐ N	
2			☐ Y ☐ N	
3			☐ Y ☐ N	
4			☐ Y ☐ N	

RESULT

- ☐ Safe to operate, no defects
☐ Safe to operate, defects noted above for repair
☐ **DO NOT OPERATE: tagged out until safety-critical defects are fixed**

OPERATOR SIGNATURE _____

SUPERVISOR / REVIEWED BY _____

DATE / TIME _____