

Equipment Inspection Checklist

A general checklist for inspecting equipment before use.

General condition

- ☐ Inspect the body and frame for cracks, dents or corrosion.
- ☐ Check fasteners, bolts and mounts are tight and secure.
- ☐ Verify the data plate and rating labels are present and legible.
- ☐ Confirm no missing or damaged components or panels.
- ☐ Check moving parts for wear, play or misalignment.
- ☐ Verify the equipment is clean and free of debris buildup.

Safety devices

- ☐ Confirm guards and shields are fitted and not bypassed.
Never operate equipment with a missing guard or defeated safety device.
- ☐ Check emergency stop functions and resets correctly.
- ☐ Verify interlocks and safety switches operate as intended.
- ☐ Confirm warning labels and safety signage are present and legible.
- ☐ Check lockout/tagout points are accessible and functional.
- ☐ Verify any required guarding sensors are clean and working.

Function and controls

- ☐ Confirm controls, switches and buttons operate smoothly.
- ☐ Check the equipment starts, runs and stops normally.
- ☐ Verify gauges, indicators and displays read correctly.
- ☐ Listen for unusual noise, vibration or grinding in operation.
- ☐ Confirm speed, pressure or output stays within rated limits.
- ☐ Check that any safety functions activate as designed.

Fluids and leaks

- ☐ Check fluid levels including oil, coolant and hydraulic fluid.
- ☐ Inspect for leaks, drips or stains under and around the equipment.
- ☐ Verify hoses, lines and fittings are sound and not chafed.
- ☐ Confirm seals and gaskets show no weeping or damage.
- ☐ Check lubrication points are greased per the schedule.
- ☐ Verify filters are clean or replaced as required.

Electrical and power

- ☐ Inspect cords, plugs and cables for damage or fraying.
- ☐ Confirm grounding and GFCI protection are in place where required.
- ☐ Check batteries are charged, secured and free of corrosion.
- ☐ Verify connections are tight and free of overheating signs.
- ☐ Confirm guards are in place over electrical components.
- ☐ Check that the equipment isolates and de-energizes correctly.

Records and follow-up

- ☐ Confirm the equipment has a current inspection and service record.
- ☐ Verify the last maintenance was completed on schedule.
- ☐ Check certifications or calibration are in date where required.
- ☐ Record any defect with severity and a recommended action.
- ☐ Tag out and report any equipment that fails inspection.
- ☐ Sign, date and file the completed inspection record.