Equipment Inspection Checklist

A general checklist for inspecting equipment before use.

Inspected by _____ Date _____

Unit / ID _____ Location _____

General condition	OK	DEFECT	N/A
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	OK	DEFECT	N/A
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. Test both the stop mechanism and the manual reset to ensure it does not restart automatically.	☐	☐	☐
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	OK	DEFECT	N/A
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. Vibration or squealing often signals dry bearings, worn belts, or loose internal components.	☐	☐	☐
Confirm speed, pressure or output stays within rated limits.	☐	☐	☐
Check that any safety functions activate as designed.	☐	☐	☐

Fluids and leaks	OK	DEFECT	N/A
Check fluid levels including oil, coolant and hydraulic fluid.	☐	☐	☐
Inspect for leaks, drips or stains under and around the equipment. Place clean cardboard underneath overnight if you suspect a slow or intermittent fluid drip.	☐	☐	☐
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	OK	DEFECT	N/A
Inspect cords, plugs and cables for damage or fraying. Look closely near strain-relief points where bending often causes internal wire breakage.	☐	☐	☐
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. Check for discoloration, melted insulation, or burning odors near terminals and junction boxes.	☐	☐	☐
Confirm guards are in place over electrical components.	☐	☐	☐
Check that the equipment isolates and de-energizes correctly.	☐	☐	☐

Records and follow-up	OK	DEFECT	N/A
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. Attach a visible red or warning tag and isolate the power source to prevent accidental operation.	☐	☐	☐
Sign, date and file the completed inspection record.	☐	☐	☐

Notes / defects found

Inspector sign-off

Hour meter reading: _____

Result (Pass / Fail): _____

Defects reported to (supervisor): _____

Signature: _____