



Dump Truck Daily Checks

To Be Completed by a trained operator

WARNING! Do not operate machine if not safe to operate!
If ANY are ticked X for NON-COMPLIANT, Tag out machine and
refer this sheet

Make: _____ **Model:** _____

REG/NO: _____

Operating Mass: _____

Checked by

Date of inspection

Faults if any reported to

Taken out of service by

These sheets should ideally be kept on a clipboard in the cab of the machine for which they refer to. Then any users can see when the machine was last checked, any faults on the machine and any parts which they need to pay particular attention when doing a pre-use check.

If the pre-use check sheets are lost or damaged, it needs to be reported to a supervisor immediately.

Filling out the pre use check sheet:

- Insert your name and then the make, model and the serial number of the machine which you are about to check onto each page of the pre-use check sheet, in the relevant boxes.
- Start going through the check list, following the recommended checks outlined on the “Daily check list” on the next page
- If the item on the list passes the daily check recommendation put a tick in the relevant box for the day of the week, if it doesn’t pass place a cross in the box.
- The brake test reading should be inserted everyday whether the reading is from a portable machine or from the on-board reading.
- The operator should sign the sheet everyday
- At the end of the week the sheet has to be signed by the supervisor and filed for future reference

What to do if there are faults on the machine:

- If you have to put a cross in any of the daily check boxes, then this fault must be recorded and reported
- In the faults section of the check sheet fill out the date, your name, the machine serial number and information then describe the fault.
- The check sheet should then be seen by a supervisor to determine what to do about the fault.
- If the machine is unfit for safe use, then the supervisor will organise for the repair.
- If the machine is deemed safe for use, then the reason should be noted and both the operator and supervisor sign the sheet.
- The machine can then be scheduled in for repair as soon as possible.

Articulated Dumper

Daily checks:

Oil, Fuel and coolant levels

Follow the manufacturers handbook to check all the fuel and coolant levels are correct, check for any leaks from pipework, and inspect under the machine for leaks on the ground.

Engine visual check Check the engine for any broken belts and other obvious problems

Wheel Nuts And Wheels Visually check for missing/loose wheel nuts, check the condition of the rim and ensure the rim locks are all seated properly.

Tyres Check for leaks, and any serious damage to tyre sidewalls and tread

Steps and handrails Check they are safe and secure

Mirrors Check they are in good order and adjusted correctly.

Windows (if applicable) Check condition and that wipers are working

Horn Check operation

Reverse Warning Check the audible warning works when the vehicle is placed in reverse

Lights Check Operation

Seat Check springs, fixings and dampers

Seat belt Check condition and mountings

Instruments Check that all the instruments are working correctly

Steering Check operation

Lift Rams Check for leaks and damage

Cab Condition Check for heavy loose objects in the cab which could cause damage in an accident, check the general cleanliness so instruments can be read easily. Check cab air filters if fitted.

Vehicle structure Check for any damage to the cab and other parts of the body.

Body condition Check the body for wear, cracks and any problems

Machine Guarding Check all guards are present and secure.

Handbrake Check the handbrake in a dedicated area with an incline.

Brakes Test the brakes in a safe area to do so.

A crucial element of safe truck operation is the completion of proper pre-use inspections. However, data we collected shows that 65% of truck operators tested don't know how to complete pre-use checks properly.

A crucial element of safe truck operation is conducting proper pre-use inspections. According to the UK Health & Safety Executive (HSE), over 18% of truck incidents occur as a result of mechanical failure, which could be avoided through correct completion of a pre-use inspection. Also, recent data collected by Ribble Valley Training showed that 65% of operators tested didn't know how to conduct the driving and braking pre-use check correctly, two vital elements where mechanical failures should be spotted. But what is a proper pre-use inspection? And as a manager or supervisor of the operations, what do you need your employees to do?

Here are seven key considerations for you to look out for when tackling this crucial issue.

1. Keep it simple

Pre-use inspections exist to identify the small problems and stop them becoming bigger problems. Your truck drivers need to know that they are not expected to be truck engineers, so should simply be checking the general working parts of the truck for signs of damage or wear. This allows any potential issues to be reported so that they can be dealt with by an expert and helps prevent trucks from becoming unsafe or needing to be removed from service completely.

2. Check every time

Even if a truck has been checked by another operator that day, a pre-use inspection should still be carried out when the next driver wants to use the truck. Something could have happened to the truck to damage it or make it unsafe while it has been in use. Unless it is checked every time, this will be missed. Companies should assess how frequently checks must take place and ensure that operators know that it is their responsibility to complete them.

3. Understand the law

Truck operators may not realise that by failing to carry out a pre-use inspection they may be breaking the law by failing in their duty of care to themselves and to others. Even if the correct inspections are taking place, companies also need to remember to properly record the checks that take place. Without this, they may not be covered in the event of an incident. A thorough and professional pre-use check sheet will ensure that records are compliant. Pre-Use Inspection Sheet allows operators to record whether the item they are checking is ok or if there is a defect to report. If there is, the operator must detail the information of the defect in the text box provided.

4. Be specific

Not every truck is the same and companies with several different types of truck may be tempted to use a generic pre-use inspection check sheet for all vehicles. However, to ensure safety, a specific pre-use sheet should be used for every type of truck and cover all the major parts that should be checked. For example, a truck operator using a diesel truck will need to check a different starting procedure than those using an electric / gas / truck.

5. Provide training

Although pre-use inspections are covered in forklift operator training, a recent RVTC test showed that this is the area in which drivers are performing most poorly (compared to efficiency or practical driving skills, for example). Almost two-thirds of those tested did not know how to conduct the driving and braking check correctly, 49% did not know how to check the operator's seat properly and 48% were unaware how to suitably check the mast. Employers should offer suitable training to ensure operators have these essential skills. All components checked within the pre-use inspection are equally vital for the safety of both your operators and your operations.

6. Stay safe

Sometimes with so much to consider, operators can forget fundamental safety principles when conducting a pre-use inspection, like not operating the hydraulic controls from outside the cab, not standing under the raised equipment while checking the lifting components or not wearing personal protective equipment. Operators should ensure they remember their basic skills and operate safely, even when doing a pre-use check.

There are a number of benefits of pre-use inspections, such as reducing the cost of truck ownership and contract penalties, increasing uptime. However, the most important role of these checks is to help to prevent incidents and injuries. To improve safety and reduce risk, employers should take steps to ensure that inspections are not overlooked and that operators are trained and competent to inspect the equipment.