

EXAMPLE · STANDARD OPERATING PROCEDURE

Plant prestart inspection

SOP for mobile plant operators, every shift

PROCEDURE

Before the plant moves

Example document

This is an example to show the format. It is not a live document and not a client record.

Applies to Every operator of mobile plant, at the start of every shift.

Before you start Plant parked on level ground, engine off, keys removed.

Records Prestart form completed and handed to the supervisor.

01

Walk around

Check tyres or tracks, leaks, guards and lights.

02

Fluids

Check engine oil, coolant, hydraulic oil and fuel.

03

Start and test

Test brakes, horn, reversing alarm and controls.

IF SOMETHING FAILS

Tag it out, tell someone

FAULT FOUND	ACTION
Safety critical (brakes, steering, alarm)	Do not operate. Tag out and report
Leak or damage	Report before use, supervisor decides
Minor (light, mirror)	Record on the form, fix by end of shift

 If you are unsure whether a fault is safety critical, treat it as if it is.

APPROVED BY	REVIEW
Operations Manager	Every 12 months

Where New Begins

WHO TO SPEAK TO

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