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| **OVERVIEW:** | Describes pre-use inspection requirements for motor vehicles, plant and equipment |
| **Personnel required:** | * No minimum personnel requirements |
| **Equipment required:** | * Vehicle/plant items door and/or ignition keys |
| **PPE required:** | * Standard issue / general PPE required for workplace * Any specific PPE required for operating item |

**Authorised persons**

Vehicle and plant & equipment inspections must be carried out by individuals who are trained, competent and authorised to operate the item. Trainees and any not yet competent individuals must be supervised by a competent operator.

**General guidelines**

The purpose of the pre-start inspection is to:

* Check all safety features are in place, undamaged, secure, and functioning correctly
* Check for any general damage, wear & tear, loose, or missing parts,
* Confirm the item is in-test and/or all regulatory requirements are current
* Confirm the item is fit for use – or must be tagged and withdrawn from service.

The use of check sheets specific to the vehicle or plant item is recommended as these provide useful prompts and help avoid any safety-critical aspects being overlooked.

Pre-start inspections should be recorded with the date, name of the inspector, and signed confirmation\* that the item is either fit for use or must be tagged and withdrawn from service until any operational or safety issues are resolved.

Ideally, pre-start inspections will be carried out before the item leaves the depot. This can reduce downtime considerably compared with discovering issues once you’ve arrived on site.

Pre-start inspections should be carried out at the start of each day or shift – or, for safety critical items, when swapping from one operator to another.

**Inspection guidelines**

For any safety or operation-critical items, the inspection should involve a comprehensive visual check, followed by preparing the item for use, staring the engine, and/or running it through its full range of operational movement (e.g. pressure test spray units, run/extend excavator tacks & arms, raise/lower tipping hoists etc).

Ensure the area where the inspection is carried out is appropriate in terms of:

* Size - adequate space to set up the item and move around it to carry out the inspection
* Stability – the item can be safely parked, set-up and operated without rolling away or tipping
* Clearance – there are no obstructions or hazards that could interfere with the safe operation of the item
* Containment – any spillages or leaks can be adequately contained without causing harm or damage

**Records management**

Completed pre-start inspection records should be kept on file for at least 12 months.

Inspection records provide valuable historical information for the item and help demonstrate the steps taken by the company and workers to ensure workplace safety.

**\*Note:** Inspection records may be required for use as evidence in the event of an incident investigation. It is essential all information recorded is accurate. Never sign off anything as fit for use if you haven’t personally inspected it.

**End.**

**DISCLAIMER:**

The information provided in this document is intended as a general guide or template. Modification or the incorporation of additional material may be required to accurately reflect the recipients' operational systems and methods.  Predator Free New Zealand Trust takes no liability for workplace health and safety as a result of utilising or adopting this material.