



Safety & Maintenance Inspection (312-318)

Operator/Inspector _____ Date _____ Time _____

Serial Number _____ Machine Hours _____

- A thorough, regular visual inspection of the machine is necessary to maintain machine performance, availability, and safety. Make the inspection at the beginning of every shift or make the inspection after every 10 hours.
- Inspect the area around the machine and under the machine. Look for loose bolts, trash buildup, oil leaks, coolant leaks, broken parts, or worn parts. Remove accumulated trash, dirt, grease, or oil from the machine.
- For more information, please refer to the Operation & Maintenance Manual (O&MM) or any other applicable manuals and instructions for this product. If you have questions, please contact your local Cat dealer.

What are you inspecting?	✓	What are you looking for?	✓	Evaluator Comments
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FROM THE GROUND

Bucket, GET		Excessive Wear or damage, cracks		
Bucket cylinder & linkage		Excessive wear, damage, leaks, lubricate		
Stick, cylinder		Wear, damage, leaks, lubricate		
Boom, cylinders		Wear, damage, leaks, lubricate		
Underneath of machine		Final drive leaks, swing drive leaks, damage		
Carbody		Cracks, damage		
Undercarriage		Wear, damage, tension		
Steps & handholds		Condition & cleanliness		
Batteries & hold downs		Cleanliness, loose bolts & nuts		
Windshield wipers & washers		Wear, damage, fluid level		
Fire extinguisher		Charge, damage		
Engine coolant		Fluid level		
Primary/secondary fuel filters		Leaks, drain water separator		
Air filter		Restriction indicator		
Hydraulic oil tank		Fluid level, damage, leaks		
Hydraulic pilot oil filter		Leaks		
Radiator		Fin blockage, leaks		
Hydraulic oil cooler		Fin blockage, leaks		
AC condenser		Fin blockage, leaks		
Lights		Damage		
Mirrors		Damage, proper adjustment, cleanliness		
Engine oil filter		Leaks		
Hydraulic oil filters		Leaks		
Overall machine		Loose or missing nuts & bolts, loose guards, cleanliness		



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ENGINE COMPARTMENT OR PLATFORMS

Engine oil	Fluid level	
Swing gear oil	Fluid level, leaks	
Fuel tank	Fuel level, damage, leaks	
Diesel exhaust fluid (DEF) tank (if equipped)	Fluid level, check for debris buildup	
All hoses	Cracks, wear spots, leaks	
All belts	Tightness, wear, cracks	
Overall engine compartment	Trash or dirt buildup, leaks	

INSIDE THE CAB

Seat	Adjustment, able to reach pedals	
Seat belt & mounting	Damage, wear, adjustment, installed date, age (install by date)	
Horn, travel alarm, lights	Make sure that the horn, the travel alarm (if equipped), and all other warning devices are working properly.	
Indicators	Proper function	
Monitor panel	Proper function	
Switches	Proper function	
Travel controls	Correct operation	
Mirrors	Proper adjustment	
Heating system	Proper function	
ROPS	Damage, loose mounting bolts	
Cooling system	Proper function	
Overall cab interior	Cleanliness	

NOTES:

Inspected by: _____ Date: _____ Time: _____