

# Safety & Maintenance Inspection (320-352)

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 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: \_\_\_\_\_

