

Plant pre-use check

Blank sheet for a week of daily pre-use checks on one item of plant, with weekly checks and a fault log.

Keep plant maintained in efficient working order and good repair. If it has a maintenance log, keep the log up to date.

Inspect plant that is exposed to conditions causing deterioration at suitable intervals, and after anything that could affect its safety. Record the result and keep it until the next inspection is recorded.

Decide what to check, and how often, from your risk assessment and the manufacturer's instructions. Simple pre-use checks do not normally need to be recorded. Use this sheet if you want a record of them.

Plant used for lifting also needs a thorough examination by a competent person at least every 12 months, or every 6 months if it lifts people, unless an examination scheme sets other intervals.

The plant

Type of plant _____	Make, model and fleet or serial number _____
Owner or hire company _____	Site _____
Operator _____	Week beginning _____
Last service date _____	Next thorough examination due (lifting equipment) _____

Daily pre-use checks

Do the manufacturer's daily checks. Tick each item that is in order, and report any fault so it can be put right before it becomes a risk.

Check	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Manufacturer's daily checks done							
Brakes work							
Lights work							
Controls work							
Seat belt or other restraint in good order							
Mirrors and CCTV give a clear view							
Checked by (initials)							

Weekly checks

Typical weekly checks include guards, safety devices, tyre pressures, and the condition of windows, mirrors and CCTV on mobile plant.

Check	Date	In order	Notes
Guards in place			
Safety devices work			
Tyres and tyre pressures			

Check	Date	In order	Notes
Windows, mirrors and CCTV in good condition			
Rollover protection (ROPS) undamaged, where fitted			

Faults reported

Date	Fault	Reported to	Taken out of use?	Put right (date and by whom)

Based on: The Provision and Use of Work Equipment Regulations 1998 (PUWER), regulations 5 and 6; HSE, Inspection of work equipment and Mobile work equipment; the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), regulation 9; HSE, Thorough examinations and inspections of lifting equipment.

- Provision and Use of Work Equipment Regulations 1998, regulation 5: <https://www.legislation.gov.uk/uksi/1998/2306/regulation/5>
- Provision and Use of Work Equipment Regulations 1998, regulation 6: <https://www.legislation.gov.uk/uksi/1998/2306/regulation/6>
- HSE, Inspection of work equipment: <https://www.hse.gov.uk/work-equipment-machinery/inspection.htm>
- HSE, Mobile work equipment: <https://www.hse.gov.uk/work-equipment-machinery/mobile.htm>
- Lifting Operations and Lifting Equipment Regulations 1998, regulation 9: <https://www.legislation.gov.uk/uksi/1998/2307/regulation/9>
- HSE, Thorough examinations and inspections of lifting equipment: <https://www.hse.gov.uk/work-equipment-machinery/thorough-examinations-lifting-equipment.htm>

Blank template from The Site Book, October 2026. Fill it in for the actual job and site.