



Asset Report

ASSET NAME
EX013 - Excavator 330 3D Caterpillar - Reg: 7449C

ASSET TYPE
Mobile Plant

MAKE
Caterpillar

REGISTRATION NUMBER
76449c

READINGS (HRS)
8,180.00

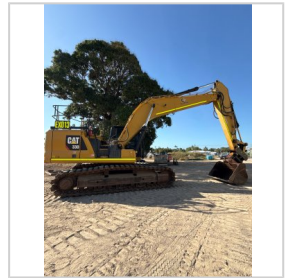
ASSET OWNERSHIP

EQUIPMENT TYPE
Excavator

MODEL
330 3D

SERIAL NO.
CAT00330HLHW00285

READINGS (KMS)
0.00



Recent Prestart Inspections (Last 6 Only)

Prestart ID	Date of Inspection	Done By	Readings
2446	11-09-2026	[REDACTED]	0.00 Kms, 8,180.00 Hrs
2414	10-09-2026	[REDACTED]	0.00 Kms, 8,149.80 Hrs
2390	09-09-2026	[REDACTED]	0.00 Kms, 8,149.80 Hrs
2339	03-09-2026	[REDACTED]	0.00 Kms, 8,149.80 Hrs
2326	02-09-2026	[REDACTED]	0.00 Kms, 8,149.80 Hrs
2316	01-09-2026	[REDACTED]	0.00 Kms, 8,138.80 Hrs

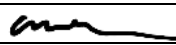
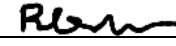
Servicing (Full History)

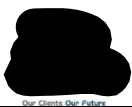
Maintenance Date	Work Order Description	Status	WO #
11-03-2026	500hr Service	Closed	0273
	500hr Service	Tentative	0403

Faults & Defects (Full History)

Fault ID	WO #	Raised Date	Asset	Fault Description	Status
0459	1270	12-09-2026	EX013 - Excavator 330 3D Caterpillar - Reg: 7449C	Remove all rubber tracks	Closed
0263	0870	16-06-2026	EX013 - Excavator 330 3D Caterpillar - Reg: 7449C	Main screen not functioning correctly	Closed
0130	0593	22-04-2026	EX013 - Excavator 330 3D Caterpillar - Reg: 7449C	Door stuck back, latch will not disengage	Closed
0124	0586	21-04-2026	EX013 - Excavator 330 3D Caterpillar - Reg: 7449C	E1319-2 service required light on dash	Closed
0035	0423	16-03-2026	EX013 - Excavator 330 3D Caterpillar - Reg: 7449C	Wiring for bucket tilt sensor faulty	Closed

PLANT MAINTENANCE WORK ORDER & HSEQ DUTIES

MEX WORK ORDER #		341		DATE		09/03/2024	
NAME OF PERSON/S UNDERTAKING WORK							
PLANT, VEHICLE OR EQUIPMENT TYPE		330 3D				HOURS/KMS	
						5948	
REGO & PLANT ASSET NUMBER		REGO		76449C		ASSET NUMBER	
						EX013	
TYPE OF WORK		SERVICE		☒		BREAKDOWN	
						☐	
				REPAIR		☐	
						OTHER	
						☐	
SERVICE CHECKLIST IS ATTACHED?		250HR		☐		500HR	
						☐	
		1000HR		☒		2000HR	
						☐	
				OTHER		☐	
OTHER							
HSEQ DUTIES PRIOR TO COMMENCING AND DURING WORKS (Tick the box confirming you have applied)							
Trainees & Apprentices are under the strict supervision of a tradesman or competent person?							
I have completed mechanical works on this plant and equipment previously and am competent in its disassembly and assembly to ensure it functions safely without causing injury, damage or the plant being damaged when operated? Where I am unfamiliar with the specific plant, I will consult OEM Manuals and or competent persons to assist!							
Where vehicle hoists or plant and equipment are to be used assist disassembly and assembly, I have conducted the daily inspection as per manufactures requirements and persons hold the required competency to operate? All attachments are to be secured to ensure they cannot come off. I will ensure exclusion zones are enforced to ensure no one can be crushed during my work?							
I have all the PPE required to undertake the task safely i.e. mandatory C+ PPE, Hot Works, Grinding, Welding, Flame Cutting?							
During grinding, I'm wearing double eye protection is: AS Safety Glasses & Face Shield?							
When working under plant and equipment, suitable goggles to avoid foreign bodies entering eyes must be considered?							
The item of plant is parked on a level surface and wheel chocks applied where practicable. Where breakdown mtc – site is made safe?							
Any attachments, booms or blades are grounded safely?							
Where persons can be crushed by articulation or masts, the locking bars are activated?							
Where working on wheeled plant I have chocks placed at the front and rear of suitable tyre/s to eliminate movement?							
I will apply my Personal Lock and Danger Tag to the isolator. If more than one person is working on the plant at the same time, I will ensure that each worker is able to attach a padlock by using a scissor lock. Each person required to work on the plant must attached their own Personal Lock and Danger Tag?							
I have conducted a "Try Test" by 'trying' to reactivate the plant without exposing the tester or others to risk. Failure to reactivate the plant means that the isolation procedure is effective and that all stored energies have dissipated. This may require further measures to safely release these energies, for example hydraulic or pneumatic pressure, suspended weight or compressed springs?							
Any item of plant the is required to be jacked and supported I must have rated jack stands in place to avoid crush injuries. No hydraulic or airbag jacks are to be used as a rated jacking stands under any circumstance. Person/s must never work in a crush zone!							
Where drills or grinders or other oscillating tools are used, ensure they are either clamped, placed in vices or good work positioning is implemented to ensure that should uncontrolled movement occur, persons cannot be harmed.							
Where I'm undertaking hot works in workshops, all flammable and combustible liquids, gases and solids have been removed or protected to eliminate a fire or explosion. A Fire extinguisher (ABE Type) is in close proximity should a fire occur i.e. approx. 6 steps away?							
Where undertaking Hot works in the field, I have completed a Hot Work Permit to ensure fires or explosions are eliminated. A suitable fire extinguisher (ABE Type) is on hand should it be needed i.e. approx. 6 steps away?							
All hazardous substances I require are stored on bunds or in the back of utilities. Only the amount needed is taken into the field?							
All fluids I drain from plant and equipment must be captured in receptacles that allow transfer to waste disposal without spilling?							
All waste lubricants, rags, and absorbent pads I use are to be placed in the nominated hydrocarbon bins and disposed of as regulated waste? All batteries are to be tested on charge or placed in the waste corrosives bund, and not left on the floor or ground.							
I have stocked spill kits available at workshops and within my vehicle in the event of a spill?							
Where practicable, I'm not conducting plant maintenance near water courses, drainage systems or causing environmental harm?							
Where required to Work at Height for maintenance, I shall either be able to work safely within the confines of the cab, handrailing or hoods of the plant. Where this is not possible, one of the following systems based on a site assessment will be required: Work platform, scissor lift, scaffold, platforms ladders, safety steps or fall restraint system. Step ladders are the last choice after all other options have been exhausted. Where step ladders are only used for light work, they must be rated industrial and <u>only used for inspections</u> . 3 points of contact must always be maintained!							
I have inspected my tools prior to use, and they are applicable to the works and are in good working condition?							
Person/s conducting Dogging duties hold the required High-Risk Work License and all chains and slings have been inspected and tested and tagged by a competent person – Soft Slings 3mthly / Chains 6mthly. Slings and chains etc shall be inspected prior to use for any damage. Exclusion zones, tag lines and mechanical aids are being used to avoid any body parts being crushed during works?							
During my work, I shall keep my workspace clean and safe as I go to reduce slips trips and falls?							
During my work, I will use mechanical aids and team lifts to assist manual handling?							
I / We confirm that the HSEQ Duties above have been assessed, controls implemented & have complied with the obligations?							
☒							
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		09/03/2024		6:18 am			
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		09/03/2024		6:18 am			
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
SUPERVISION ASSIGNED		DATE		TIME		NAME	



For Client Use Only

SERVICE / REPAIR INFORMATION

1000hr service
Digger will require a good clean as hoses have been leaking for a while, will organise on the 11/03/24

Repairs required

- Engine breather hoses deteriorating - require replacement
- Coolant weeping from water pump inlet

Replaced

- engine remote filter hoses

PICK UP & DELIVERY TIMES

TIME DEPARTED	TIME RETURNED	SUPPLIER	PART

WORKSHOP OIL TO BE COSTED TO PLANT	QTY
ATF	
75W-90	
80w-90	
E900 15w-40	
85w-140	
C4-50w	
10w-30	
CAT ELC Coolant	
CAT Hydraulic Oil	

CRITICAL COMPONENT CHECKS BY TRADESPERSON WHERE APPRENTICE WORK HAS BEEN UNDERTAKEN

Brakes and assemblies have been checked and are as per OEM requirements?	☐
Steering assemblies have been checked and are as per OEM requirements?	☐
Tyre & Suspension assemblies have been checked and are as per OEM requirements?	☐
Structural and Powertrain assemblies have been checked and are as per OEM requirements?	☒
Electrical & or Hydraulics have been checked and are as per OEM requirements?	☒

TRADES PERSON SIGN OFF ON CRITICAL COMPONENT CHECKS

TRADES PERSON		DATE	09/03/2024	TIME	2:19 pm	SIGNATURE	
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FUNCTIONALITY TESTING

All Personal Isolation Tags and Locks are removed, and the plant is ready for functionality testing?	
Functionality tests are to be conducted in a safe position that ensures persons, plant and the environment are protected from harm should a failure occur? Persons must be outside plant exclusion zones and spotters, or demarcation & signage must be in place where required to ensure person/s do not enter the functionality test zone? <i>Note: Maintainers are permitted to tram and undertake mechanical functionality tests without holding the competency for the plant? Maintenance personnel are to arrange with Approved and competent operators or High-Risk Work Licence holders as required to undertake functionality testing, which requires field stress testing they cannot perform.</i>	☒
Functionality test confirmed that the plant, equipment, or vehicle was operating as per the OEM requirements?	☒

HSEQ DUTIES ON COMPLETION OF WORKS

I have ensured all works are completed and the plant, vehicle or equipment is ready and safe for operational use?	
I have cleaned up the workspace on completion of the works. All tools, parts & hazardous substances have been placed in their designated locations or waste bins. Empty hydrocarbon containers have been degreased and disposed of or stored in the correct facility?	☒

WORKS COMPLETED

WORKS COMPLETE	DATE	09/03/2024	TIME	2:19 pm	SIGNATURE	
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Excavator Service Checklist

EQUIPMENT MAKE / MODEL _____

FLEET No. _____

HOUR METER _____

DATE _____

MECHANICS NAMES _____

SERVICE TYPE (HOURS)

INITIAL EACH BOX IN APPROPRIATE COLUMN

	250	500	1000
*** Before commencing any work be sure to:			
* Isolate and tag machine. * Relieve residual hydraulic pressures			
SECTION 1 - RUNNING CHECKS -While still in cab have second person on the ground to complete.			
* Test all lights, wipers, horn, radios, A/C, gauges, VIMS monitoring system Including travel alarm			X
* Test operation of all functions i.e.: boom, stick, bucket and slew			X
* Lign up final drive oil level plugs			X
* Inspect all pins and bushes for play			X
* SOS all compartments due to be sampled while oils are still hot			X
* Test operation of hydraulic lockout lever and E- Stop			X
SECTION 2 - ENGINE			
* Take engine oil SOS then replace oil			X
* Replace engine oil filters - cut open and inspect old filter			X
* Remove and clean out primary fuel screen - use new seal if provided			X
* Replace secondary fuel filter - then prime and bleed system			X
* Drain water from fuel/ water seperator and from tank if tap is fitted			X
* Clean or replace fuel tank cap breather if fitted			X
* Empty primary dust bowl if fitted			X
* Clean outer air filter - replace when necessary.			X
* Replace inner air filter when necessary. <i>DO NOT CLEAN INNER FILTERS</i>			X
* Check tension of all air intake system hose clamps			X
* Reset air filter restriction indicator if fitted			
* Clean cab air filters - replace when necessary			X
* Ensure exhaust stack clamps are tight			X
* Inspect fan blades for loose or missing bolts			X
* Check fan hub bearings for play and make sure it's taking grease			X
* Check idler/ tensioner pulley for excessive play in bearings			X
* Check condition and tension of all belts including alternator and A/C belt			X
* Inspect coolant for any traces of oil and correct level			X
* Inspect radiator for any leaks, cracks or clogged fins			X
* Inspect all water pipes and hoses for leaks and check hose clamp tensions			X
* Change water filter if supplied in kit			
* Inspect engine wiring harness for signs of rub through and damage			X
* Check over engine for missing bolts and leaks ie:oil,water fuel,exhaust			X
* Visually inspect front and rear engine mounts			X
* Inspect batteries water levels and cable conditions			X
SECTION 3 - POWER TRAIN: UNDERCARRIAGE			
* Check swing drive oil level			X
* Visually inspect tracks for missing bolts and correct tensions			X
* Inspect travel motors for any leaks			X
* Check carrier rollers, track rollers and idler wheels for possible leakage			X

PLANT MAINTENANCE WORK ORDER & HSEQ DUTIES

MEX WORK ORDER #		944/1440		DATE		10/08/2024	
NAME OF PERSON/S UNDERTAKING WORK							
PLANT, VEHICLE OR EQUIPMENT TYPE		CAT 330 NG				HOURS/KMS	
						6497	
REGO & PLANT ASSET NUMBER		REGO		76449C		ASSET NUMBER	
						EX013	
TYPE OF WORK		SERVICE		☒		BREAKDOWN	
						☐	
		REPAIR		☐		OTHER	
						☐	
SERVICE CHECKLIST IS ATTACHED?		250HR		☐		500HR	
						☒	
		1000HR		☐		2000HR	
						☐	
		OTHER		☐			
HSEQ DUTIES PRIOR TO COMMENCING AND DURING WORKS (Tick the box confirming you have applied)							
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I have all the PPE required to undertake the task safely i.e. mandatory C+ PPE, Hot Works, Grinding, Welding, Flame Cutting?							
During grinding, I'm wearing double eye protection is: AS Safety Glasses & Face Shield?							
When working under plant and equipment, suitable goggles to avoid foreign bodies entering eyes must be considered?							
The item of plant is parked on a level surface and wheel chocks applied where practicable. Where breakdown mtc – site is made safe?							
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I / We confirm that the HSEQ Duties above have been assessed, controls implemented & have complied with the obligations?							
☑							
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
TRADE PERSON HSEQ SIGN ON		10/08/2024		7:47 am		SIGNATURE	
TRADE PERSON HSEQ SIGN ON		10/08/2024		7:48 am		SIGNATURE	
SUPERVISION ASSIGNED		DATE		TIME		NAME	

SERVICE / REPAIR INFORMATION

Service
 Replaced primary air cleaner
 Replaced inner and outer cabin filters
 Replaced hydraulic oil filter bypass switch
 Replaced hydraulic return filter
 Adjust left hand track
 All of the track rollers were inspected all free rolling, the noise is coming from the track pivots them self.
 Oil samples, engine oil, hydraulic oil, Coolant sample, slew sample, left hand rear final drive sample , Right hand Rear final drive sample,

PICK UP & DELIVERY TIMES

TIME DEPARTED	TIME RETURNED	SUPPLIER	PART

WORKSHOP OIL TO BE COSTED TO PLANT

QTY

ATF	
75W-90	
80w-90	
E900 15w-40	28
85w-140	
C4-50w	16
10w-30	
CAT ELC Coolant	
CAT Hydraulic Oil	12

CRITICAL COMPONENT CHECKS BY TRADESPERSON WHERE APPRENTICE WORK HAS BEEN UNDERTAKEN

Brakes and assemblies have been checked and are as per OEM requirements?	☐
Steering assemblies have been checked and are as per OEM requirements?	☐
Tyre & Suspension assemblies have been checked and are as per OEM requirements?	☐
Structural and Powertrain assemblies have been checked and are as per OEM requirements?	☐
Electrical & or Hydraulics have been checked and are as per OEM requirements?	☐

TRADES PERSON SIGN OFF ON CRITICAL COMPONENT CHECKS

TRADES PERSON	DATE	TIME	SIGNATURE
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FUNCTIONALITY TESTING

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HSEQ DUTIES ON COMPLETION OF WORKS

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WORKS COMPLETED

WORKS COMPLETE	DATE	TIME	SIGNATURE
	10/08/2024	1:25 pm	



Excavator Service Checklist

EQUIPMENT MAKE / MODEL CAT 330

FLEET No. _____

HOUR METER 6497

DATE 10/08/2024

MECHANICS NAMES

SERVICE TYPE (HOURS)

INITIAL EACH BOX IN APPROPRIATE COLUMN

	250	500	1000
*** Before commencing any work be sure to:			
* Isolate and tag machine. * Relieve residual hydraulic pressures			
SECTION 1 - RUNNING CHECKS -While still in cab have second person on the ground to complete.			
* Test all lights, wipers, horn, radios, A/C, gauges, VIMS monitoring system Including travel alarm		X	
* Test operation of all functions i.e.: boom, stick, bucket and slew		X	
* Lign up final drive oil level plugs		X	
* Inspect all pins and bushes for play		X	
* SOS all compartments due to be sampled while oils are still hot		X	
* Test operation of hydraulic lockout lever and E- Stop		X	
SECTION 2 - ENGINE			
* Take engine oil SOS then replace oil		X	
* Replace engine oil filters - cut open and inspect old filter		X	
* Remove and clean out primary fuel screen - use new seal if provided		X	
* Replace secondary fuel filter - then prime and bleed system		X	
* Drain water from fuel/ water seperator and from tank if tap is fitted		X	
* Clean or replace fuel tank cap breather if fitted			
* Empty primary dust bowl if fitted		X	
* Clean outer air filter - replace when necessary.		X	
* Replace inner air filter when necessary. <i>DO NOT CLEAN INNER FILTERS</i>			
* Check tension of all air intake system hose clamps		X	
* Reset air filter restriction indicator if fitted			
* Clean cab air filters - replace when necessary		X	
* Ensure exhaust stack clamps are tight		X	
* Inspect fan blades for loose or missing bolts		X	
* Check fan hub bearings for play and make sure it's taking grease		X	
* Check idler/ tensioner pulley for excessive play in bearings			
* Check condition and tension of all belts including alternator and A/C belt		X	
* Inspect coolant for any traces of oil and correct level		X	
* Inspect radiator for any leaks, cracks or clogged fins		X	
* Inspect all water pipes and hoses for leaks and check hose clamp tensions		X	
* Change water filter if supplied in kit			
* Inspect engine wiring harness for signs of rub through and damage		X	
* Check over engine for missing bolts and leaks ie:oil,water fuel,exhaust		X	
* Visually inspect front and rear engine mounts		X	
* Inspect batteries water levels and cable conditions		X	
SECTION 3 - POWER TRAIN: UNDERCARRIAGE			
* Check swing drive oil level		X	
* Visually inspect tracks for missing bolts and correct tensions		X	
* Inspect travel motors for any leaks		X	
* Check carrier rollers, track rollers and idler wheels for possible leakage		X	



PLANT MAINTENANCE WORK ORDER & HSEQ DUTIES

MEX WORK ORDER #		1510		DATE		06/01/2025	
NAME OF PERSON/S UNDERTAKING WORK							
PLANT, VEHICLE OR EQUIPMENT TYPE		330 Next Gen				HOURS/KMS	
						7066.5HR	
REGO & PLANT ASSET NUMBER		REGO		76449C		ASSET NUMBER	
						EX013	
TYPE OF WORK		SERVICE		☒		BREAKDOWN	
						☐	
		REPAIR		☐		OTHER	
						☐	
SERVICE CHECKLIST IS ATTACHED?		250HR		☐		500HR	
						☒	
		1000HR		☐		2000HR	
						☐	
		OTHER		☐			
HSEQ DUTIES PRIOR TO COMMENCING AND DURING WORKS (Tick the box confirming you have applied)							
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I have conducted a "Try Test" by 'trying' to reactivate the plant without exposing the tester or others to risk. Failure to reactivate the plant means that the isolation procedure is effective and that all stored energies have dissipated. This may require further measures to safely release these energies, for example hydraulic or pneumatic pressure, suspended weight or compressed springs?							
Any item of plant the is required to be jacked and supported I must have rated jack stands in place to avoid crush injuries. No hydraulic or airbag jacks are to be used as a rated jacking stands under any circumstance. Person/s must never work in a crush zone!							
Where drills or grinders or other oscillating tools are used, ensure they are either clamped, placed in vices or good work positioning is implemented to ensure that should uncontrolled movement occur, persons cannot be harmed.							
Where I'm undertaking hot works in workshops, all flammable and combustible liquids, gases and solids have been removed or protected to eliminate a fire or explosion. A Fire extinguisher (ABE Type) is in close proximity should a fire occur i.e. approx. 6 steps away?							
Where undertaking Hot works in the field, I have completed a Hot Work Permit to ensure fires or explosions are eliminated. A suitable fire extinguisher (ABE Type) is on hand should it be needed i.e. approx. 6 steps away?							
All hazardous substances I require are stored on bunds or in the back of utilities. Only the amount needed is taken into the field?							
All fluids I drain from plant and equipment must be captured in receptacles that allow transfer to waste disposal without spilling?							
All waste lubricants, rags, and absorbent pads I use are to be placed in the nominated hydrocarbon bins and disposed of as regulated waste? All batteries are to be tested on charge or placed in the waste corrosives bund, and not left on the floor or ground.							
I have stocked spill kits available at workshops and within my vehicle in the event of a spill?							
Where practicable, I'm not conducting plant maintenance near water courses, drainage systems or causing environmental harm?							
Where required to Work at Height for maintenance, I shall either be able to work safely within the confines of the cab, handrailing or hoods of the plant. Where this is not possible, one of the following systems based on a site assessment will be required: Work platform, scissor lift, scaffold, platforms ladders, safety steps or fall restraint system. Step ladders are the last choice after all other options have been exhausted. Where step ladders are only used for light work, they must be rated industrial and <u>only used for inspections</u> . 3 points of contact must always be maintained!							
I have inspected my tools prior to use, and they are applicable to the works and are in good working condition?							
Person/s conducting Dogging duties hold the required High-Risk Work License and all chains and slings have been inspected and tested and tagged by a competent person – Soft Slings 3mthly / Chains 6mthly. Slings and chains etc shall be inspected prior to use for any damage. Exclusion zones, tag lines and mechanical aids are being used to avoid any body parts being crushed during works?							
During my work, I shall keep my workspace clean and safe as I go to reduce slips trips and falls?							
During my work, I will use mechanical aids and team lifts to assist manual handling?							
I / We confirm that the HSEQ Duties above have been assessed, controls implemented & have complied with the obligations?							
☑							
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		06/01/2025		9:05 am			
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		06/01/2025		9:31 am			
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		06/01/2025		9:05 am			
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		06/01/2025		9:23 am			
SUPERVISION ASSIGNED		DATE		TIME		NAME	

SERVICE / REPAIR INFORMATION

1000hr service
 Replaced both air cleaners
 Replaced inner and outer cabin filters
 Replaced engine oil and filter
 Replaced both fuel filters, replaced one drain tap as it was broken
 Replaced hydraulic return filter
 Replaced hydraulic spin on filter
 Replaced both final drive oils
 Replaced slew drive oil
 Replaced two Fume disposal hose assembly's
 Remove front windscreen rock guard and straighten, re fit, has damaged bracket bolts that will require replacing, will order parts ready for next time it is in the shop.
 When moving unit to be loaded engine oil was noticed leaking from under machine. Parked in workshop to inspect
 Found fume disposal valve going into block was leaking, removed. Looks as if glue has given way
 Parts ordered overnight out of Brisbane at 4pm. Maybe tomorrow if lucky
 Unit Un available until Parts arrive

PICK UP & DELIVERY TIMES

TIME DEPARTED	TIME RETURNED	SUPPLIER	PART

WORKSHOP OIL TO BE COSTED TO PLANT

QTY

ATF	
75W-90	
80w-90	
E900 15w-40	35
85w-140	
C4-50w	20
10w-30	
CAT ELC Coolant	
CAT Hydraulic Oil	

CRITICAL COMPONENT CHECKS BY TRADESPERSON WHERE APPRENTICE WORK HAS BEEN UNDERTAKEN

Brakes and assemblies have been checked and are as per OEM requirements?	☐
Steering assemblies have been checked and are as per OEM requirements?	☐
Tyre & Suspension assemblies have been checked and are as per OEM requirements?	☐
Structural and Powertrain assemblies have been checked and are as per OEM requirements?	☐
Electrical & or Hydraulics have been checked and are as per OEM requirements?	☐

TRADES PERSON SIGN OFF ON CRITICAL COMPONENT CHECKS

TRADES PERSON	DATE	TIME	SIGNATURE
---------------	------	------	-----------

FUNCTIONALITY TESTING

All Personal Isolation Tags and Locks are removed, and the plant is ready for functionality testing?	
Functionality tests are to be conducted in a safe position that ensures persons, plant and the environment are protected from harm should a failure occur? Persons must be outside plant exclusion zones and spotters, or demarcation & signage must be in place where required to ensure person/s do not enter the functionality test zone? <i>Note: Maintainers are permitted to tram and undertake mechanical functionality tests without holding the competency for the plant? Maintenance personnel are to arrange with Approved and competent operators or High-Risk Work Licence holders as required to undertake functionality testing, which requires field stress testing they cannot perform.</i>	☒
Functionality test confirmed that the plant, equipment, or vehicle was operating as per the OEM requirements?	☒

HSEQ DUTIES ON COMPLETION OF WORKS

I have ensured all works are completed and the plant, vehicle or equipment is ready and safe for operational use?	
I have cleaned up the workspace on completion of the works. All tools, parts & hazardous substances have been placed in their designated locations or waste bins. Empty hydrocarbon containers have been degreased and disposed of or stored in the correct facility?	☒

WORKS COMPLETED

WORKS COMPLETE	DATE	TIME	SIGNATURE
	06/01/2025	4:39 pm	



Excavator Service Checklist

EQUIPMENT MAKE / MODEL CAT 330 NG

FLEET No. _____

HOUR METER 7066

DATE 06/01/2025

MECHANICS NAMES [REDACTED]

SERVICE TYPE (HOURS)

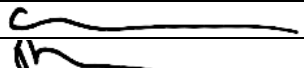
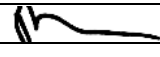
INITIAL EACH BOX IN APPROPRIATE COLUMN

	250	500	1000
*** Before commencing any work be sure to:			
* Isolate and tag machine. * Relieve residual hydraulic pressures			
SECTION 1 - RUNNING CHECKS -While still in cab have second person on the ground to complete.			
* Test all lights, wipers, horn, radios, A/C, gauges, VIMS monitoring system Including travel alarm			X
* Test operation of all functions i.e.: boom, stick, bucket and slew			X
* Lign up final drive oil level plugs			X
* Inspect all pins and bushes for play			X
* SOS all compartments due to be sampled while oils are still hot			X
* Test operation of hydraulic lockout lever and E- Stop			X
SECTION 2 - ENGINE			
* Take engine oil SOS then replace oil			X
* Replace engine oil filters - cut open and inspect old filter			X
* Remove and clean out primary fuel screen - use new seal if provided			X
* Replace secondary fuel filter - then prime and bleed system			X
* Drain water from fuel/ water seperator and from tank if tap is fitted			X
* Clean or replace fuel tank cap breather if fitted			
* Empty primary dust bowl if fitted			X
* Clean outer air filter - replace when necessary.			X
* Replace inner air filter when necessary. <i>DO NOT CLEAN INNER FILTERS</i>			X
* Check tension of all air intake system hose clamps			X
* Reset air filter restriction indicator if fitted			X
* Clean cab air filters - replace when necessary			X
* Ensure exhaust stack clamps are tight			X
* Inspect fan blades for loose or missing bolts			X
* Check fan hub bearings for play and make sure it's taking grease			
* Check idler/ tensioner pulley for excessive play in bearings			X
* Check condition and tension of all belts including alternator and A/C belt			X
* Inspect coolant for any traces of oil and correct level			X
* Inspect radiator for any leaks, cracks or clogged fins			X
* Inspect all water pipes and hoses for leaks and check hose clamp tensions			X
* Change water filter if supplied in kit			
* Inspect engine wiring harness for signs of rub through and damage			X
* Check over engine for missing bolts and leaks ie:oil,water fuel,exhaust			X
* Visually inspect front and rear engine mounts			X
* Inspect batteries water levels and cable conditions			X
SECTION 3 - POWER TRAIN: UNDERCARRIAGE			
* Check swing drive oil level			X
* Visually inspect tracks for missing bolts and correct tensions			X
* Inspect travel motors for any leaks			X
* Check carrier rollers, track rollers and idler wheels for possible leakage			X

* Check final drive oil levels and for any leaks			X
* Check pump transmission oil level on dipstick (HITACHI)			
* Check swing reduction gear oil level on dipstick (HITACHI)			
* SOS swing drive oil			X
* Replace swing drive oil (SAE50W)			X
* Replace pump transmission oil (HITACHI)			

[illegible]

PLANT MAINTENANCE WORK ORDER & HSEQ DUTIES

MEX WORK ORDER #		1903, 13275, 13280				DATE		16/07/2025					
NAME OF PERSON/S UNDERTAKING WORK													
PLANT, VEHICLE OR EQUIPMENT TYPE		330 3D				HOURS/KMS		7430					
REGO & PLANT ASSET NUMBER		REGO		7644C		ASSET NUMBER		EX013					
TYPE OF WORK		SERVICE		☒		BREAKDOWN		☐					
						REPAIR		☐					
						OTHER		☐					
SERVICE CHECKLIST IS ATTACHED?		250HR		☐		500HR		☒					
						1000HR		☐					
						2000HR		☐					
						OTHER		☐					
OTHER													
HSEQ DUTIES PRIOR TO COMMENCING AND DURING WORKS (Tick the box confirming you have applied)										Y			
Trainees & Apprentices are under the strict supervision of a tradesman or competent person?													
I have completed mechanical works on this plant and equipment previously and am competent in its disassembly and assembly to ensure it functions safely without causing injury, damage or the plant being damaged when operated? Where I am unfamiliar with the specific plant, I will consult OEM Manuals and or competent persons to assist!													
Where vehicle hoists or plant and equipment are to be used assist disassembly and assembly, I have conducted the daily inspection as per manufactures requirements and persons hold the required competency to operate? All attachments are to be secured to ensure they cannot come off. I will ensure exclusion zones are enforced to ensure no one can be crushed during my work?													
I have all the PPE required to undertake the task safely i.e. mandatory C+ PPE, Hot Works, Grinding, Welding, Flame Cutting?													
During grinding, I'm wearing double eye protection is: AS Safety Glasses & Face Shield?													
When working under plant and equipment, suitable goggles to avoid foreign bodies entering eyes must be considered?													
The item of plant is parked on a level surface and wheel chocks applied where practicable. Where breakdown mtc – site is made safe?													
Any attachments, booms or blades are grounded safely?													
Where persons can be crushed by articulation or masts, the locking bars are activated?													
Where working on wheeled plant I have chocks placed at the front and rear of suitable tyre/s to eliminate movement?													
I will apply my Personal Lock and Danger Tag to the isolator. If more than one person is working on the plant at the same time, I will ensure that each worker is able to attach a padlock by using a scissor lock. Each person required to work on the plant must attached their own Personal Lock and Danger Tag?										☒			
I have conducted a "Try Test" by 'trying' to reactivate the plant without exposing the tester or others to risk. Failure to reactivate the plant means that the isolation procedure is effective and that all stored energies have dissipated. This may require further measures to safely release these energies, for example hydraulic or pneumatic pressure, suspended weight, or compressed springs?													
Any item of plant the is required to be jacked and supported I must have rated jack stands in place to avoid crush injuries. No hydraulic or airbag jacks are to be used as a rated jacking stands under any circumstance. Person/s must never work in a crush zone!													
Where drills or grinders or other oscillating tools are used, ensure they are either clamped, placed in vices or good work positioning is implemented to ensure that should uncontrolled movement occur, persons cannot be harmed.													
Where I'm undertaking hot works in workshops, all flammable and combustible liquids, gases and solids have been removed or protected to eliminate a fire or explosion. A Fire extinguisher (ABE Type) is in close proximity should a fire occur i.e., approx. 6 steps away?													
Where undertaking Hot works in the field, I have completed a Hot Work Permit to ensure fires or explosions are eliminated. A suitable fire extinguisher (ABE Type) is on hand should it be needed i.e. approx. 6 steps away?													
All hazardous substances I require are stored on bunds or in the back of utilities. Only the amount needed is taken into the field?													
All fluids I drain from plant and equipment must be captured in receptacles that allow transfer to waste disposal without spilling?													
All waste lubricants, rags, and absorbent pads I use are to be placed in the nominated hydrocarbon bins and disposed of as regulated waste? All batteries are to be tested on charge or placed in the waste corrosives bund, and not left on the floor or ground.													
I have stocked spill kits available at workshops and within my vehicle in the event of a spill?													
Where practicable, I'm not conducting plant maintenance near water courses, drainage systems or causing environmental harm?													
Where required to Work at Height for maintenance, I shall either be able to work safely within the confines of the cab, handrailing or hoods of the plant. Where this is not possible, one of the following systems based on a site assessment will be required: Work platform, scissor lift, scaffold, platforms ladders, safety steps or fall restraint system. Step ladders are the last choice after all other options have been exhausted. Where step ladders are only used for light work, they must be rated industrial and <u>only used for inspections</u> . 3 points of contact must always be maintained!													
I have inspected my tools prior to use, and they are applicable to the works and are in good working condition?													
Person/s conducting Dogging duties hold the required High-Risk Work License and all chains and slings have been inspected and tested and tagged by a competent person – Soft Slings 3mthly / Chains 6mthly. Slings and chains etc shall be inspected prior to use for any damage. Exclusion zones, tag lines and mechanical aids are being used to avoid any body parts being crushed during works?													
During my work, I shall keep my workspace clean and safe as I go to reduce slips trips and falls?													
During my work, I will use mechanical aids and team lifts to assist manual handling?													
I / We confirm that the HSEQ Duties above have been assessed, controls implemented & have complied with the obligations?										☒			
APPRENTICE HSEQ SIGN ON		DATE		16/07/2025		TIME		7:46 am		SIGNATURE			
APPRENTICE HSEQ SIGN ON		DATE		16/07/2025		TIME		8:26 am		SIGNATURE			
TRADE PERSON HSEQ SIGN ON		DATE				TIME				SIGNATURE			
TRADE PERSON HSEQ SIGN ON		DATE				TIME				SIGNATURE			
SUPERVISION ASSIGNED		DATE				TIME				NAME			

SERVICE / REPAIR INFORMATION

500HR Service as per service sheet
 Replaced engine oil and filter
 Replaced both fuel filters
 Replaced final drive oil
 Checked air filters
 Replaced both cabin filters
 Greased machine
 Visual checked over machine

found bonnet strut to be not holding up- ordered new one
 Found 1 hitch bolt to be snapped- ordered bolts to replace them
 Replaced 2 grease nipples on tilt hitch
 Operator complaint of slew brake being loud- found to be slightly loud
 Added more grease to slew ring then tested again found no fault
 Fixed rear door latch was not opening correctly
 Sikaflex rear door back together

WORKSHOP OIL TO BE COSTED TO PLANT

QTY

ATF

75W-90

80w-90

E900 15w-40

27

85w-140

C4-50w

10w-30

CAT ELC Coolant

CAT Hydraulic Oil

CRITICAL COMPONENT CHECKS BY TRADES PERSON WHERE APPRENTICE WORK HAS BEEN UNDERTAKEN

Brakes and assemblies have been checked and are as per OEM requirements?



Steering assemblies have been checked and are as per OEM requirements?



Tyre & Suspension assemblies have been checked and are as per OEM requirements?



Structural and Powertrain assemblies have been checked and are as per OEM requirements?



Electrical & or Hydraulics have been checked and are as per OEM requirements?



TRADES PERSON SIGN OFF ON CRITICAL COMPONENT CHECKS

TRADES PERSON

DATE

TIME

SIGNATURE

FUNCTIONALITY TESTING

All Personal Isolation Tags and Locks are removed, and the plant is ready for functionality testing?

Functionality tests are to be conducted in a safe position that ensures persons, plant and the environment are protected from harm should a failure occur. Persons must be outside plant exclusion zones and spotters, or demarcation & signage must be in place where required to ensure person/s do not enter the functionality test zone.

Note: Maintainers are permitted to tram and undertake mechanical functionality tests without holding the competency for the plant.

Maintenance personnel are to arrange with Approved and competent operators or High-Risk Work Licence holders as required to undertake functionality testing, which requires field stress testing they cannot perform.



Functionality test confirmed that the plant, equipment, or vehicle was operating as per the OEM requirements.



HSEQ DUTIES ON COMPLETION OF WORKS

I have ensured all works are completed and the plant, vehicle or equipment is ready and safe for operational use?

I have cleaned up the workspace on completion of the works. All tools, parts & hazardous substances have been placed in their designated locations or waste bins. Empty hydrocarbon containers have been degreased and disposed of or stored in the correct facility?



WORKS COMPLETED

WORKS COMPLETE

DATE

18/07/2025

TIME

1:04 pm

SIGNATURE





Excavator Service Checklist

EQUIPMENT MAKE / MODEL 330 3D

FLEET No. EX013

HOUR METER 7430

DATE 18/07/2025

MECHANICS NAMES [REDACTED]

SERVICE TYPE (HOURS)

INITIAL EACH BOX IN APPROPRIATE COLUMN

	250	500	1000
*** Before commencing any work be sure to:			
* Isolate and tag machine. * Relieve residual hydraulic pressures			
SECTION 1 - RUNNING CHECKS -While still in cab have second person on the ground to complete.		X	
* Test all lights, wipers, horn, radios, A/C, gauges, VIMS monitoring system Including travel alarm		X	
* Test operation of all functions i.e.: boom, stick, bucket and slew		X	
* Lign up final drive oil level plugs		X	
* Inspect all pins and bushes for play		X	
* SOS all compartments due to be sampled while oils are still hot			
* Test operation of hydraulic lockout lever and E- Stop		X	
SECTION 2 - ENGINE			
* Take engine oil SOS then replace oil		X	
* Replace engine oil filters - cut open and inspect old filter		X	
* Remove and clean out primary fuel screen - use new seal if provided		X	
* Replace secondary fuel filter - then prime and bleed system		X	
* Drain water from fuel/ water seperator and from tank if tap is fitted		X	
* Clean or replace fuel tank cap breather if fitted		X	
* Empty primary dust bowl if fitted			
* Clean outer air filter - replace when necessary.		X	
* Replace inner air filter when necessary. <i>DO NOT CLEAN INNER FILTERS</i>			
* Check tension of all air intake system hose clamps		X	
* Reset air filter restriction indicator if fitted		X	
* Clean cab air filters - replace when necessary		X	
* Ensure exhaust stack clamps are tight		X	
* Inspect fan blades for loose or missing bolts		X	
* Check fan hub bearings for play and make sure it's taking grease		X	
* Check idler/ tensioner pulley for excessive play in bearings		X	
* Check condition and tension of all belts including alternator and A/C belt		X	
* Inspect coolant for any traces of oil and correct level		X	
* Inspect radiator for any leaks, cracks or clogged fins		X	
* Inspect all water pipes and hoses for leaks and check hose clamp tensions		X	
* Change water filter if supplied in kit			
* Inspect engine wiring harness for signs of rub through and damage		X	
* Check over engine for missing bolts and leaks ie:oil,water fuel,exhaust		X	
* Visually inspect front and rear engine mounts		X	
* Inspect batteries water levels and cable conditions		X	
SECTION 3 - POWER TRAIN: UNDERCARRIAGE			
* Check swing drive oil level		X	
* Visually inspect tracks for missing bolts and correct tensions		X	
* Inspect travel motors for any leaks		X	
* Check carrier rollers, track rollers and idler wheels for possible leakage		X	

* Check final drive oil levels and for any leaks		X	
* Check pump transmission oil level on dipstick (HITACHI)			
* Check swing reduction gear oil level on dipstick (HITACHI)			
* SOS swing drive oil			
* Replace swing drive oil (SAE50W)			
* Replace pump transmission oil (HITACHI)			

[illegible]

Printed ☒

Work Order No 4856

W/O Group No

Requester's Information

Name:	Request No:
Details:	Phone No:
Rego Number:	Approved By:

Last Reading Taken:

Hours / KM

Date:

Asset Information

Asset No: EX013 330 3D EXCAVATOR

Comments:

Contractor:

Contact:

Ph No:

Warranty Start

Warranty Finish

Work Details

Job Description: First 250 HRS Service

Instructions:

Safety Notes:

Priority: 3

Repairs within 7 days

Job Type:

Status:

Account Code:

Reference No:

Frequency:

Duration: 1.00

h

Policy No: 13

Department:

Raised:

Due Start:

Start:

Due Finish

Finish:

Trades Information

Trade Code	Name	Due Start	Est Duration	Date Started	Act Duration	Signature
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MECH

Andy

27/08/2019

AS

SIGN HERE



Excavator Service Checklist

EQUIPMENT MAKE / MODEL 330 N/G EX013

FLEET No. _____

HOUR METER 263

DATE 27/08/2019

MECHANICS NAMES [Redacted]

SERVICE TYPE (HOURS)

Next Service 500 Hrs

INITIAL EACH BOX IN APPROPRIATE COLUMN

	250	500	1000
*** Before commencing any work be sure to:			
* Isolate and tag machine. * Relieve residual hydraulic pressures			
SECTION 1 - RUNNING CHECKS			
* SOS all compartments due to be sampled while oils are still hot	X		
* Test operation of E- Stop	X		
SECTION 2 - ENGINE			
* Replace engine oil	X		
* Replace engine oil filters - cut open and inspect old filter	X		
* Remove and clean out primary fuel screen - use new seal if provided			
* Replace secondary fuel filter - then prime and bleed system			
* Drain water from fuel/ water separator and from tank if tap is fitted	X		
* Clean or replace fuel tank cap breather if fitted			
* Empty primary dust bowl if fitted			
* Clean outer air filter - replace when necessary.			
* Replace inner air filter when necessary. <i>DO NOT CLEAN INNER FILTERS</i>	X		
* Check tension of all air intake system hose clamps	X		
* Reset air filter restriction indicator if fitted			
* Ensure exhaust stack clamps are tight	X		
* Inspect fan blades for loose or missing bolts			
* Check fan hub bearings for play and make sure it's taking grease			
* Check idler/ tensioner pulley for excessive play in bearings	X		
* Check condition and tension of all belts including alternator	X		
* Inspect coolant for any traces of oil and correct level	X		
* Inspect radiator for any leaks, cracks or clogged fins	X		
* Inspect all water pipes and hoses for leaks and check hose clamp tensions	X		
* Change water filter if supplied in kit			
* Inspect engine wiring harness for signs of rub through and damage	X		
* Check over engine for missing bolts and leaks ie:oil,water fuel,exhaust	X		
* Visually inspect front and rear engine mounts	X		
* Inspect batteries water levels and cable conditions	X		
SECTION 3 - GENERATION SYSTEM			
* Check is functional	X		
* Check Visually all system	X		
SECTION 4			
* <u>CHECK ALL FLUID LEVELS ARE IN SAFE START RANGE*</u>			
* Start machine and run at idle. Top up oil levels if needed	X		
* To finish service- ensure plant is secure.	X		
* Make sure to fill out SOS sheet*	X		

PLANT MAINTENANCE WORK ORDER & HSEQ DUTIES

MEX WORK ORDER #		5020		DATE		16/10/2019	
NAME OF PERSON/S UNDERTAKING WORK							
PLANT, VEHICLE OR EQUIPMENT TYPE							
Cat 330 Next Gen							
REGO & PLANT ASSET NUMBER		REGO		ASSET NUMBER		Ex013	
TYPE OF WORK		SERVICE		BREAKDOWN		REPAIR	
		☒		☐		☐	
SERVICE CHECKLIST IS ATTACHED?		250HR		500HR		1000HR	
		☐		☒		☐	
OTHER							
HSEQ DUTIES PRIOR TO COMMENCING AND DURING WORKS (Tick the box confirming you have applied)							
Where vehicle hoists or plant and equipment are to be used assist disassembly and assembly, I have conducted the daily inspection as per manufactures requirements and persons hold the required competency to operate? All attachments are to be secured to ensure they cannot come off. I will ensure exclusion zones are enforced to ensure no one can be crushed during my work?							
I have all the PPE required to undertake the task safely i.e. mandatory C+ PPE, Hot Works, Grinding, Welding? When working under plant and equipment, suitable googles to avoid foreign bodies entering eyes must be considered?							
The item of plant is parked on a level surface and wheel chocks applied where practicable. Where breakdown mtc – site is made safe?							
Any attachments, booms or blades are grounded safely?							
Where persons can be crushed by articulation or masts, the locking bars are activated?							
Where working on wheeled plant I have chocks placed at the front and rear of suitable tyre/s to eliminate movement?							
I will apply my Personal Lock and Danger Tag to the isolator. If more than one person is working on the plant at the same time, I will ensure that each worker is able to attach a padlock by using a scissor lock. Each person required to work on the plant must attached their own Personal Lock and Danger Tag?							
I have conducted a "Try Test" by 'trying' to reactivate the plant without exposing the tester or others to risk. Failure to reactivate the plant means that the isolation procedure is effective and that all stored energies have dissipated. This may require further measures to safely release these energies, for example hydraulic or pneumatic pressure, suspended weight or compressed springs?							
Any item of plant the is required to be jacked and supported I must have rated jack stands in place to avoid crush injuries. No hydraulic or airbag jacks are to be used as a rated jacking stands under any circumstance. Person/s must never work in a crush zone!							
Where I'm undertaking hot works in workshops, all flammable and combustible liquids, gases and solids have been removed or protected to eliminate a fire or explosion. A Fire extinguisher (ABE Type) is in close proximity should a fire occur i.e. approx. 6 steps away?							
Where undertaking Hot works in the field, I have completed a Hot Work Permit to ensure fires or explosions are eliminated. A suitable fire extinguisher (ABE Type) is on hand should it be needed i.e. approx. 6 steps away?							
All hazardous substances I require are stored on bunds or in the back of utilities. Only the amount needed is taken into the field?							
All fluids I drain from plant and equipment must be captured in receptacles that allow transfer to waste disposal without spilling?							
All waste lubricants, rags and absorbent pads I use are to be placed in the nominated hydrocarbon bins and disposed of as regulated waste?							
I have stocked spill kits available at workshops and and within my vehicle in the event of a spill?							
Where practicable, I'm not conducting plant maintenance near water courses, drainage systems or causing environmental harm?							
Where required to Work at Height for maintenance, I shall either be able to work safely within the confines of the cab, handrailing or hoods of the plant. Where this is not possible, one of the following systems based on a site assessment will be required: Work platform, scissor lift, scaffold, platforms ladders, safety steps or fall restraint system. Step ladders are the last choice after all other options have been exhausted. Where step ladders are only used for light work, they must be rated industrial and <u>only used for inspections</u> . 3 points of contact must always be maintained!							
I have inspected my tools prior to use, and they are applicable to the works and are in good working condition?							
Person/s conducting Dogging duties hold the required High-Risk Work License and all chains and slings have been inspected and tested and tagged by a competent person – Soft Slings 3mthly / Chains 6mthly. Slings and chains etc shall be inspected prior to use for any damage. Exclusion zones, tag lines and mechanical aids are being used to avoid any body parts being crushed during works?							
During my work, I shall keep my workspace clean and safe as I go to reduce slips trips and falls?							
During my work, I will use mechanical aids and team lifts to assist manual handling?							
FUNCTIONALITY TESTING							
All Personal Isolation Tags and Locks are removed, and the plant is ready for functionality testing?							
Functionality tests are to be conducted in a safe position that ensures persons, plant and the environment are protected from harm should a failure occur? Persons must be outside plant exclusion zones and spotters in place where required to ensure person do not enter the functionality test zone? Note: <i>Maintainers are permitted to tram and undertake mechanical functionality tests without holding the competency for the plant?</i>							
HSEQ DUTIES ON COMPLETION OF WORKS							
I have ensured all works are completed and the plant, vehicle or equipment is ready and safe for operational use?							
I have cleaned up the workspace on completion of the works. All tools, parts & hazardous substances have been placed in their designated locations or waste bins. Empty hydrocarbon containers have been degreased and disposed of or stored in the correct facility?							
MAINTAINER HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		16/10/2019		7:01 AM			



SERVICE / REPAIR INFORMATION

Initial 500 hour service, all compartments sampled and swing and drive oils changed

INFORMATION TO BE RELAYED TO OPERATIONS

WORKS COMPLETED

WORKS COMPLETE	DATE	16/10/2019	TIME	9:31 AM	SIGNATURE	AG
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Excavator Service Checklist

EQUIPMENT MAKE / MODEL Cat 330 Next Gen EX013

FLEET No. _____

HOUR METER 498

DATE 16/10/2015

MECHANICS NAMES [Redacted]

SERVICE TYPE (HOURS)

INITIAL EACH BOX IN APPROPRIATE COLUMN

	250	500	1000
*** Before commencing any work be sure to:			
* Isolate and tag machine. * Relieve residual hydraulic pressures			
SECTION 1 - RUNNING CHECKS -While still in cab have second person on			
the ground to complete.		✓	
* Test all lights, wipers, horn, radios, A/C, gauges, VIMS monitoring system		✓	
Including travel alarm		✓	
* Test operation of all functions i.e.: boom, stick, bucket and slew		✓	
* Lign up final drive oil level plugs		✓	
* Inspect all pins and bushes for play		✓	
* SOS all compartments due to be sampled while oils are still hot		✓	
* Test operation of hydraulic lockout lever and E- Stop		✓	
SECTION 2 - ENGINE			
* Take engine oil SOS then replace oil		✓	
* Replace engine oil filters - cut open and inspect old filter		✓	
* Remove and clean out primary fuel screen - use new seal if provided		✓	
* Replace secondary fuel filter - then prime and bleed system		✓	
* Drain water from fuel/ water seperator and from tank if tap is fitted		✓	
* Clean or replace fuel tank cap breather if fitted		✓	
* Empty primary dust bowl if fitted		✓	
* Clean outer air filter - replace when necessary.		✓	
* Replace inner air filter when necessary. <i>DO NOT CLEAN INNER FILTERS</i>			
* Check tension of all air intake system hose clamps		✓	
* Reset air filter restriction indicator if fitted		✓	
* Clean cab air filters - replace when necessary		✓	
* Ensure exhaust stack clamps are tight		✓	
* Inspect fan blades for loose or missing bolts		✓	
* Check fan hub bearings for play and make sure it's taking grease			
* Check idler/ tensioner pulley for excessive play in bearings		✓	
* Check condition and tension of all belts including alternator and A/C belt		✓	
* Inspect coolant for any traces of oil and correct level		✓	
* Inspect radiator for any leaks, cracks or clogged fins		✓	
* Inspect all water pipes and hoses for leaks and check hose clamp tensions		✓	
* Change water filter if supplied in kit			
* Inspect engine wiring harness for signs of rub through and damage		✓	
* Check over engine for missing bolts and leaks ie:oil,water fuel,exhaust		✓	
* Visually inspect front and rear engine mounts		✓	
* Inspect batteries water levels and cable conditions		✓	
SECTION 3 - POWER TRAIN: UNDERCARRIAGE			
* Check swing drive oil level		✓	
* Visually inspect tracks for missing bolts and correct tensions		✓	
* Inspect travel motors for any leaks		✓	
* Check carrier rollers, track rollers and idler wheels for possible leakage		✓	

PLANT MAINTENANCE WORK ORDER & HSEQ DUTIES

MEX WORK ORDER #		5193		DATE		03/12/2019	
NAME OF PERSON/S UNDERTAKING WORK							
PLANT, VEHICLE OR EQUIPMENT TYPE		CAT Excavator, 330 NG					
REGO & PLANT ASSET NUMBER		REGO				ASSET NUMBER	
						Ex013	
TYPE OF WORK		SERVICE		☒		BREAKDOWN	
						☐	
						REPAIR	
						☐	
						OTHER	
						☐	
SERVICE CHECKLIST IS ATTACHED?		250HR		☒		500HR	
						☐	
						1000HR	
						☐	
						2000HR	
						☐	
						OTHER	
						☐	
OTHER							
HSEQ DUTIES PRIOR TO COMMENCING AND DURING WORKS (Tick the box confirming you have applied)							
Where vehicle hoists or plant and equipment are to be used assist disassembly and assembly, I have conducted the daily inspection as per manufactures requirements and persons hold the required competency to operate? All attachments are to be secured to ensure they cannot come off. I will ensure exclusion zones are enforced to ensure no one can be crushed during my work?							
I have all the PPE required to undertake the task safely i.e. mandatory C+ PPE, Hot Works, Grinding, Welding? When working under plant and equipment, suitable googles to avoid foreign bodies entering eyes must be considered?							
The item of plant is parked on a level surface and wheel chocks applied where practicable. Where breakdown mtc – site is made safe?							
Any attachments, booms or blades are grounded safely?							
Where persons can be crushed by articulation or masts, the locking bars are activated?							
Where working on wheeled plant I have chocks placed at the front and rear of suitable tyre/s to eliminate movement?							
I will apply my Personal Lock and Danger Tag to the isolator. If more than one person is working on the plant at the same time, I will ensure that each worker is able to attach a padlock by using a scissor lock. Each person required to work on the plant must attached their own Personal Lock and Danger Tag?							
I have conducted a "Try Test" by 'trying' to reactivate the plant without exposing the tester or others to risk. Failure to reactivate the plant means that the isolation procedure is effective and that all stored energies have dissipated. This may require further measures to safely release these energies, for example hydraulic or pneumatic pressure, suspended weight or compressed springs?							
Any item of plant the is required to be jacked and supported I must have rated jack stands in place to avoid crush injuries. No hydraulic or airbag jacks are to be used as a rated jacking stands under any circumstance. Person/s must never work in a crush zone!							
Where I'm undertaking hot works in workshops, all flammable and combustible liquids, gases and solids have been removed or protected to eliminate a fire or explosion. A Fire extinguisher (ABE Type) is in close proximity should a fire occur i.e. approx. 6 steps away?							
Where undertaking Hot works in the field, I have completed a Hot Work Permit to ensure fires or explosions are eliminated. A suitable fire extinguisher (ABE Type) is on hand should it be needed i.e. approx. 6 steps away?							
All hazardous substances I require are stored on bunds or in the back of utilities. Only the amount needed is taken into the field?							
All fluids I drain from plant and equipment must be captured in receptacles that allow transfer to waste disposal without spilling?							
All waste lubricants, rags and absorbent pads I use are to be placed in the nominated hydrocarbon bins and disposed of as regulated waste?							
I have stocked spill kits available at workshops and and within my vehicle in the event of a spill?							
Where practicable, I'm not conducting plant maintenance near water courses, drainage systems or causing environmental harm?							
Where required to Work at Height for maintenance, I shall either be able to work safely within the confines of the cab, handrailing or hoods of the plant. Where this is not possible, one of the following systems based on a site assessment will be required: Work platform, scissor lift, scaffold, platforms ladders, safety steps or fall restraint system. Step ladders are the last choice after all other options have been exhausted. Where step ladders are only used for light work, they must be rated industrial and <u>only used for inspections</u> . 3 points of contact must always be maintained!							
I have inspected my tools prior to use, and they are applicable to the works and are in good working condition?							
Person/s conducting Dogging duties hold the required High-Risk Work License and all chains and slings have been inspected and tested and tagged by a competent person – Soft Slings 3mthly / Chains 6mthly. Slings and chains etc shall be inspected prior to use for any damage. Exclusion zones, tag lines and mechanical aids are being used to avoid any body parts being crushed during works?							
During my work, I shall keep my workspace clean and safe as I go to reduce slips trips and falls?							
During my work, I will use mechanical aids and team lifts to assist manual handling?							
FUNCTIONALITY TESTING							
All Personal Isolation Tags and Locks are removed, and the plant is ready for functionality testing?							
Functionality tests are to be conducted in a safe position that ensures persons, plant and the environment are protected from harm should a failure occur? Persons must be outside plant exclusion zones and spotters in place where required to ensure person do not enter the functionality test zone? Note: <i>Maintainers are permitted to tram and undertake mechanical functionality tests without holding the competency for the plant?</i>							
HSEQ DUTIES ON COMPLETION OF WORKS							
I have ensured all works are completed and the plant, vehicle or equipment is ready and safe for operational use?							
I have cleaned up the workspace on completion of the works. All tools, parts & hazardous substances have been placed in their designated locations or waste bins. Empty hydrocarbon containers have been degreased and disposed of or stored in the correct facility?							
MAINTAINER HSEQ SIGN ON		DATE		03/12/2019		TIME	
						5:30 AM	
						SIGNATURE	
							



SERVICE / REPAIR INFORMATION						
250hrs Service.						
INFORMATION TO BE RELAYED TO OPERATIONS						
WORKS COMPLETED						
WORKS COMPLETE	DATE	03/12/2019	TIME	6:50 AM	SIGNATURE	





Excavator Service Checklist

EQUIPMENT MAKE / MODEL 330NG/EX013

FLEET No. _____

HOUR METER 758.7hrs

DATE 03/12/2019

MECHANICS NAMES _____

SERVICE TYPE (HOURS)

INITIAL EACH BOX IN APPROPRIATE COLUMN

	250	500	1000
*** Before commencing any work be sure to:			
* Isolate and tag machine. * Relieve residual hydraulic pressures			
SECTION 1 - RUNNING CHECKS -While still in cab have second person on			
the ground to complete.	✓		
* Test all lights, wipers, horn, radios, A/C, gauges, VIMS monitoring system	✓		
Including travel alarm	✓		
* Test operation of all functions i.e.: boom, stick, bucket and slew	✓		
* Lign up final drive oil level plugs			
* Inspect all pins and bushes for play	✓		
* SOS all compartments due to be sampled while oils are still hot			
* Test operation of hydraulic lockout lever and E- Stop	✓		
SECTION 2 - ENGINE			
* Take engine oil SOS then replace oil			
* Replace engine oil filters - cut open and inspect old filter	✓		
* Remove and clean out primary fuel screen - use new seal if provided			
* Replace secondary fuel filter - then prime and bleed system			
* Drain water from fuel/ water seperator and from tank if tap is fitted			
* Clean or replace fuel tank cap breather if fitted			
* Empty primary dust bowl if fitted			
* Clean outer air filter - replace when necessary.			
* Replace inner air filter when necessary. <i>DO NOT CLEAN INNER FILTERS</i>			
* Check tension of all air intake system hose clamps	✓		
* Reset air filter restriction indicator if fitted			
* Clean cab air filters - replace when necessary			
* Ensure exhaust stack clamps are tight	✓		
* Inspect fan blades for loose or missing bolts	✓		
* Check fan hub bearings for play and make sure it's taking grease	✓		
* Check idler/ tensioner pulley for excessive play in bearings	✓		
* Check condition and tension of all belts including alternator and A/C belt	✓		
* Inspect coolant for any traces of oil and correct level	✓		
* Inspect radiator for any leaks, cracks or clogged fins	✓		
* Inspect all water pipes and hoses for leaks and check hose clamp tensions	✓		
* Change water filter if supplied in kit			
* Inspect engine wiring harness for signs of rub through and damage	✓		
* Check over engine for missing bolts and leaks ie:oil,water fuel,exhaust	✓		
* Visually inspect front and rear engine mounts	✓		
* Inspect batteries water levels and cable conditions	✓		
SECTION 3 - POWER TRAIN: UNDERCARRIAGE			
* Check swing drive oil level	✓		
* Visually inspect tracks for missing bolts and correct tensions	✓		
* Inspect travel motors for any leaks	✓		
* Check carrier rollers, track rollers and idler wheels for possible leakage	✓		

PLANT MAINTENANCE WORK ORDER & HSEQ DUTIES

MEX WORK ORDER #		5475		DATE		31/03/2020	
NAME OF PERSON/S UNDERTAKING WORK							
PLANT, VEHICLE OR EQUIPMENT TYPE		Excavator				HOURS/ KMS	
REGO & PLANT ASSET NUMBER		REGO		ASSET NUMBER		Ex013	
TYPE OF WORK		SERVICE ☐		BREAKDOWN ☐		REPAIR ☐	
SERVICE CHECKLIST IS ATTACHED?		250HR ☐		500HR ☐		1000HR ☒	
OTHER				2000HR ☐		OTHER ☐	
HSEQ DUTIES PRIOR TO COMMENCING AND DURING WORKS (Tick the box confirming you have applied)							
Where vehicle hoists or plant and equipment are to be used assist disassembly and assembly, I have conducted the daily inspection as per manufactures requirements and persons hold the required competency to operate? All attachments are to be secured to ensure they cannot come off. I will ensure exclusion zones are enforced to ensure no one can be crushed during my work?							
I have all the PPE required to undertake the task safely i.e. mandatory C+ PPE, Hot Works, Grinding, Welding? When working under plant and equipment, suitable goggles to avoid foreign bodies entering eyes must be considered?							
The item of plant is parked on a level surface and wheel chocks applied where practicable. Where breakdown mtc – site is made safe?							
Any attachments, booms or blades are grounded safely?							
Where persons can be crushed by articulation or masts, the locking bars are activated?							
Where working on wheeled plant I have chocks placed at the front and rear of suitable tyre/s to eliminate movement?							
I will apply my Personal Lock and Danger Tag to the isolator. If more than one person is working on the plant at the same time, I will ensure that each worker is able to attach a padlock by using a scissor lock. Each person required to work on the plant must attached their own Personal Lock and Danger Tag?							
I have conducted a "Try Test" by 'trying' to reactivate the plant without exposing the tester or others to risk. Failure to reactivate the plant means that the isolation procedure is effective and that all stored energies have dissipated. This may require further measures to safely release these energies, for example hydraulic or pneumatic pressure, suspended weight or compressed springs?							
Any item of plant the is required to be jacked and supported I must have rated jack stands in place to avoid crush injuries. No hydraulic or airbag jacks are to be used as a rated jacking stands under any circumstance. Person/s must never work in a crush zone!							
Where I'm undertaking hot works in workshops, all flammable and combustible liquids, gases and solids have been removed or protected to eliminate a fire or explosion. A Fire extinguisher (ABE Type) is in close proximity should a fire occur i.e. approx. 6 steps away? ☒							
Where undertaking Hot works in the field, I have completed a Hot Work Permit to ensure fires or explosions are eliminated. A suitable fire extinguisher (ABE Type) is on hand should it be needed i.e. approx. 6 steps away?							
All hazardous substances I require are stored on bunds or in the back of utilities. Only the amount needed is taken into the field?							
All fluids I drain from plant and equipment must be captured in receptacles that allow transfer to waste disposal without spilling?							
All waste lubricants, rags and absorbent pads I use are to be placed in the nominated hydrocarbon bins and disposed of as regulated waste?							
I have stocked spill kits available at workshops and and within my vehicle in the event of a spill?							
Where practicable, I'm not conducting plant maintenance near water courses, drainage systems or causing environmental harm?							
Where required to Work at Height for maintenance, I shall either be able to work safely within the confines of the cab, handrailing or hoods of the plant. Where this is not possible, one of the following systems based on a site assessment will be required: Work platform, scissor lift, scaffold, platforms ladders, safety steps or fall restraint system. Step ladders are the last choice after all other options have been exhausted. Where step ladders are only used for light work, they must be rated industrial and <u>only used for inspections</u> . 3 points of contact must always be maintained!							
I have inspected my tools prior to use, and they are applicable to the works and are in good working condition?							
Person/s conducting Dogging duties hold the required High-Risk Work License and all chains and slings have been inspected and tested and tagged by a competent person – Soft Slings 3mthly / Chains 6mthly. Slings and chains etc shall be inspected prior to use for any damage. Exclusion zones, tag lines and mechanical aids are being used to avoid any body parts being crushed during works?							
During my work, I shall keep my workspace clean and safe as I go to reduce slips trips and falls?							
During my work, I will use mechanical aids and team lifts to assist manual handling?							
MAINTAINER HSEQ SIGN ON	DATE	31/03/2020	TIME	7:37 AM	SIGNATURE		
MAINTAINER HSEQ SIGN ON	DATE	31/03/2020	TIME	7:37 AM	SIGNATURE		
MAINTAINER HSEQ SIGN ON	DATE		TIME		SIGNATURE		
MAINTAINER HSEQ SIGN ON	DATE		TIME		SIGNATURE		
MAINTAINER HSEQ SIGN ON	DATE		TIME		SIGNATURE		

SERVICE / REPAIR INFORMATION

Carry out 1000hr service

INFORMATION TO BE RELAYED TO OPERATIONS

Workshop Oil To Be Costed	QTY
ATF	
75W-90	
80w-90	
E900 15w-40	30L
85w-140	
C4-50w	20L
10w-30	
CAT ELC Coolant	
CAT Hydraulic Oil	

FUNCTIONALITY TESTING

All Personal Isolation Tags and Locks are removed, and the plant is ready for functionality testing?

Functionality tests are to be conducted in a safe position that ensures persons, plant and the environment are protected from harm should a failure occur? Persons must be outside plant exclusion zones and spotters in place where required to ensure person do not enter the functionality test zone? Note: *Maintainers are permitted to tram and undertake mechanical functionality tests without holding the competency for the plant?*

☒

HSEQ DUTIES ON COMPLETION OF WORKS

I have ensured all works are completed and the plant, vehicle or equipment is ready and safe for operational use?

I have cleaned up the workspace on completion of the works. All tools, parts & hazardous substances have been placed in their designated locations or waste bins. Empty hydrocarbon containers have been degreased and disposed of or stored in the correct facility?

☒

WORKS COMPLETED

WORKS COMPLETE	DATE	31/03/2020	TIME	11:21 AM	SIGNATURE	
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Excavator Service Checklist

EQUIPMENT MAKE / MODEL Cat 330

FLEET No. _____

HOUR METER 1018 hrs

DATE 31/03/2020

MECHANICS NAMES _____

SERVICE TYPE (HOURS)

INITIAL EACH BOX IN APPROPRIATE COLUMN

	250	500	1000
*** Before commencing any work be sure to:			
* Isolate and tag machine. * Relieve residual hydraulic pressures			
SECTION 1 - RUNNING CHECKS -While still in cab have second person on			
the ground to complete.			
* Test all lights, wipers, horn, radios, A/C, gauges, VIMS monitoring system			✓
Including travel alarm			✓
* Test operation of all functions i.e.: boom, stick, bucket and slew			✓
* Lign up final drive oil level plugs			✓
* Inspect all pins and bushes for play			✓
* SOS all compartments due to be sampled while oils are still hot			✓
* Test operation of hydraulic lockout lever and E- Stop			
SECTION 2 - ENGINE			
* Take engine oil SOS then replace oil			✓
* Replace engine oil filters - cut open and inspect old filter			✓
* Remove and clean out primary fuel screen - use new seal if provided			✓
* Replace secondary fuel filter - then prime and bleed system			✓
* Drain water from fuel/ water seperator and from tank if tap is fitted			✓
* Clean or replace fuel tank cap breather if fitted			
* Empty primary dust bowl if fitted			
* Clean outer air filter - replace when necessary.			✓
* Replace inner air filter when necessary. <i>DO NOT CLEAN INNER FILTERS</i>			
* Check tension of all air intake system hose clamps			✓
* Reset air filter restriction indicator if fitted			
* Clean cab air filters - replace when necessary			✓
* Ensure exhaust stack clamps are tight			✓
* Inspect fan blades for loose or missing bolts			✓
* Check fan hub bearings for play and make sure it's taking grease			
* Check idler/ tensioner pulley for excessive play in bearings			✓
* Check condition and tension of all belts including alternator and A/C belt			✓
* Inspect coolant for any traces of oil and correct level			✓
* Inspect radiator for any leaks, cracks or clogged fins			✓
* Inspect all water pipes and hoses for leaks and check hose clamp tensions			✓
* Change water filter if supplied in kit			
* Inspect engine wiring harness for signs of rub through and damage			
* Check over engine for missing bolts and leaks ie:oil,water fuel,exhaust			
* Visually inspect front and rear engine mounts			
* Inspect batteries water levels and cable conditions			
SECTION 3 - POWER TRAIN: UNDERCARRIAGE			
* Check swing drive oil level			
* Visually inspect tracks for missing bolts and correct tensions			
* Inspect travel motors for any leaks			
* Check carrier rollers, track rollers and idler wheels for possible leakage			

PLANT MAINTENANCE WORK ORDER & HSEQ DUTIES

MEX WORK ORDER #		5997		DATE		01/10/2020	
NAME OF PERSON/S UNDERTAKING WORK							
PLANT, VEHICLE OR EQUIPMENT TYPE				Cat 330		HOURS/KMS	
						1199.3	
REGO & PLANT ASSET NUMBER		REGO		76449C		ASSET NUMBER	
						EX013	
TYPE OF WORK		SERVICE		☒		BREAKDOWN	
						☐	
						REPAIR	
						☐	
						OTHER	
						☐	
SERVICE CHECKLIST IS ATTACHED?		250HR		☒		500HR	
						☐	
						1000HR	
						☐	
						2000HR	
						☐	
						OTHER	
						☐	
OTHER							
HSEQ DUTIES PRIOR TO COMMENCING AND DURING WORKS (Tick the box confirming you have applied)							
Trainees & Apprentices are under the strict supervision of a tradesman or competent person?							
I have completed mechanical works on this plant and equipment previously and am competent in its disassembly and assembly to ensure it functions safely without causing injury, damage or the plant being damaged when operated? Where I am unfamiliar with the specific plant, I will consult OEM Manuals and or competent persons to assist!							
Where vehicle hoists or plant and equipment are to be used assist disassembly and assembly, I have conducted the daily inspection as per manufactures requirements and persons hold the required competency to operate? All attachments are to be secured to ensure they cannot come off. I will ensure exclusion zones are enforced to ensure no one can be crushed during my work?							
I have all the PPE required to undertake the task safely i.e. mandatory C+ PPE, Hot Works, Grinding, Welding, Flame Cutting?							
During grinding, I'm wearing double eye protection is: AS Safety Glasses & Face Shield?							
When working under plant and equipment, suitable goggles to avoid foreign bodies entering eyes must be considered?							
The item of plant is parked on a level surface and wheel chocks applied where practicable. Where breakdown mtc – site is made safe?							
Any attachments, booms or blades are grounded safely?							
Where persons can be crushed by articulation or masts, the locking bars are activated?							
Where working on wheeled plant I have chocks placed at the front and rear of suitable tyre/s to eliminate movement?							
I will apply my Personal Lock and Danger Tag to the isolator. If more than one person is working on the plant at the same time, I will ensure that each worker is able to attach a padlock by using a scissor lock. Each person required to work on the plant must attached their own Personal Lock and Danger Tag?							
I have conducted a "Try Test" by 'trying' to reactivate the plant without exposing the tester or others to risk. Failure to reactivate the plant means that the isolation procedure is effective and that all stored energies have dissipated. This may require further measures to safely release these energies, for example hydraulic or pneumatic pressure, suspended weight or compressed springs?							
Any item of plant the is required to be jacked and supported I must have rated jack stands in place to avoid crush injuries. No hydraulic or airbag jacks are to be used as a rated jacking stands under any circumstance. Person/s must never work in a crush zone!							
Where drills or grinders or other oscillating tools are used, ensure they are either clamped, placed in vices or good work positioning is implemented to ensure that should uncontrolled movement occur, persons cannot be harmed.							
Where I'm undertaking hot works in workshops, all flammable and combustible liquids, gases and solids have been removed or protected to eliminate a fire or explosion. A Fire extinguisher (ABE Type) is in close proximity should a fire occur i.e. approx. 6 steps away?							
Where undertaking Hot works in the field, I have completed a Hot Work Permit to ensure fires or explosions are eliminated. A suitable fire extinguisher (ABE Type) is on hand should it be needed i.e. approx. 6 steps away?							
All hazardous substances I require are stored on bunds or in the back of utilities. Only the amount needed is taken into the field?							
All fluids I drain from plant and equipment must be captured in receptacles that allow transfer to waste disposal without spilling?							
All waste lubricants, rags, and absorbent pads I use are to be placed in the nominated hydrocarbon bins and disposed of as regulated waste? All batteries are to be tested on charge or placed in the waste corrosives bund, and not left on the floor or ground.							
I have stocked spill kits available at workshops and within my vehicle in the event of a spill?							
Where practicable, I'm not conducting plant maintenance near water courses, drainage systems or causing environmental harm?							
Where required to Work at Height for maintenance, I shall either be able to work safely within the confines of the cab, handrailing or hoods of the plant. Where this is not possible, one of the following systems based on a site assessment will be required: Work platform, scissor lift, scaffold, platforms ladders, safety steps or fall restraint system. Step ladders are the last choice after all other options have been exhausted. Where step ladders are only used for light work, they must be rated industrial and <u>only used for inspections</u> . 3 points of contact must always be maintained!							
I have inspected my tools prior to use, and they are applicable to the works and are in good working condition?							
Person/s conducting Dogging duties hold the required High-Risk Work License and all chains and slings have been inspected and tested and tagged by a competent person – Soft Slings 3mthly / Chains 6mthly. Slings and chains etc shall be inspected prior to use for any damage. Exclusion zones, tag lines and mechanical aids are being used to avoid any body parts being crushed during works?							
During my work, I shall keep my workspace clean and safe as I go to reduce slips trips and falls?							
During my work, I will use mechanical aids and team lifts to assist manual handling?							
I / We confirm that the HSEQ Duties above have been assessed, controls implemented & have complied with the obligations?							
☒							
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		01/10/2020		6:20 AM			
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
SUPERVISION ASSIGNED		DATE		TIME		NAME	

SERVICE / REPAIR INFORMATION

250hr service
Top up hydraulic oil level
Blow out air cleaner

PICK UP & DELIVERY TIMES

TIME DEPARTED	TIME RETURNED	SUPPLIER	PART

WORKSHOP OIL TO BE COSTED TO PLANT

QTY

ATF	
75W-90	
80w-90	
E900 15w-40	30
85w-140	
C4-50w	
10w-30	
CAT ELC Coolant	
CAT Hydraulic Oil	8

CRITICAL COMPONENT CHECKS BY TRADESPERSON WHERE APPRENTICE WORK HAS BEEN UNDERTAKEN

Brakes and assemblies have been checked and are as per OEM requirements?	☒
Steering assemblies have been checked and are as per OEM requirements?	☒
Tyre & Suspension assemblies have been checked and are as per OEM requirements?	☒
Structural and Powertrain assemblies have been checked and are as per OEM requirements?	☒
Electrical & or Hydraulics have been checked and are as per OEM requirements?	☒

TRADES PERSON SIGN OFF ON CRITICAL COMPONENT CHECKS

TRADES PERSON	C Manning	DATE	01/10/2020	TIME	9:25 AM	SIGNATURE	
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FUNCTIONALITY TESTING

All Personal Isolation Tags and Locks are removed, and the plant is ready for functionality testing?	☒
Functionality tests are to be conducted in a safe position that ensures persons, plant and the environment are protected from harm should a failure occur? Persons must be outside plant exclusion zones and spotters, or demarcation & signage must be in place where required to ensure person/s do not enter the functionality test zone? <i>Note: Maintainers are permitted to tram and undertake mechanical functionality tests without holding the competency for the plant? Maintenance personnel are to arrange with Approved and competent operators or High-Risk Work Licence holders as required to undertake functionality testing, which requires field stress testing they cannot perform.</i>	☒
Functionality test confirmed that the plant, equipment, or vehicle was operating as per the OEM requirements?	☒

HSEQ DUTIES ON COMPLETION OF WORKS

I have ensured all works are completed and the plant, vehicle or equipment is ready and safe for operational use?	☒
I have cleaned up the workspace on completion of the works. All tools, parts & hazardous substances have been placed in their designated locations or waste bins. Empty hydrocarbon containers have been degreased and disposed of or stored in the correct facility?	☒

WORKS COMPLETED

WORKS COMPLETE	DATE	01/10/2020	TIME	9:25 AM	SIGNATURE	
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Excavator Service Checklist

EQUIPMENT MAKE / MODEL Cat 330

FLEET No. _____

HOUR METER 199.3

DATE 01/10/2020

MECHANICS NAMES _____

SERVICE TYPE (HOURS)

INITIAL EACH BOX IN APPROPRIATE COLUMN

	250	500	1000
*** Before commencing any work be sure to:			
* Isolate and tag machine. * Relieve residual hydraulic pressures			
SECTION 1 - RUNNING CHECKS -While still in cab have second person on			
the ground to complete.			
* Test all lights, wipers, horn, radios, A/C, gauges, VIMS monitoring system Including travel alarm	X		
* Test operation of all functions i.e.: boom, stick, bucket and slew	X		
* Lign up final drive oil level plugs	X		
* Inspect all pins and bushes for play	X		
* SOS all compartments due to be sampled while oils are still hot	X		
* Test operation of hydraulic lockout lever and E- Stop	X		
SECTION 2 - ENGINE			
* Take engine oil SOS then replace oil	X		
* Replace engine oil filters - cut open and inspect old filter	X		
* Remove and clean out primary fuel screen - use new seal if provided	X		
* Replace secondary fuel filter - then prime and bleed system			
* Drain water from fuel/ water seperator and from tank if tap is fitted			
* Clean or replace fuel tank cap breather if fitted			
* Empty primary dust bowl if fitted			
* Clean outer air filter - replace when necessary.			
* Replace inner air filter when necessary. <i>DO NOT CLEAN INNER FILTERS</i>			
* Check tension of all air intake system hose clamps	X		
* Reset air filter restriction indicator if fitted	X		
* Clean cab air filters - replace when necessary	X		
* Ensure exhaust stack clamps are tight	X		
* Inspect fan blades for loose or missing bolts	X		
* Check fan hub bearings for play and make sure it's taking grease			
* Check idler/ tensioner pulley for excessive play in bearings	X		
* Check condition and tension of all belts including alternator and A/C belt	X		
* Inspect coolant for any traces of oil and correct level	X		
* Inspect radiator for any leaks, cracks or clogged fins	X		
* Inspect all water pipes and hoses for leaks and check hose clamp tensions	X		
* Change water filter if supplied in kit			
* Inspect engine wiring harness for signs of rub through and damage	X		
* Check over engine for missing bolts and leaks ie:oil,water fuel,exhaust	X		
* Visually inspect front and rear engine mounts	X		
* Inspect batteries water levels and cable conditions	X		
SECTION 3 - POWER TRAIN: UNDERCARRIAGE			
* Check swing drive oil level	X		
* Visually inspect tracks for missing bolts and correct tensions	X		
* Inspect travel motors for any leaks	X		
* Check carrier rollers, track rollers and idler wheels for possible leakage	X		

PLANT MAINTENANCE WORK ORDER & HSEQ DUTIES

MEX WORK ORDER #		6183		DATE		10/02/2021	
NAME OF PERSON/S UNDERTAKING WORK							
PLANT, VEHICLE OR EQUIPMENT TYPE				CAT 330 next gen		HOURS/KMS	
						1565	
REGO & PLANT ASSET NUMBER		REGO		76449C		ASSET NUMBER	
						EX013	
TYPE OF WORK		SERVICE		☒		BREAKDOWN	
						☐	
				REPAIR		☐	
						OTHER	
						☐	
SERVICE CHECKLIST IS ATTACHED?		250HR		☐		500HR	
						☒	
		1000HR		☐		2000HR	
						☐	
				OTHER		☐	
HSEQ DUTIES PRIOR TO COMMENCING AND DURING WORKS (Tick the box confirming you have applied)							
Trainees & Apprentices are under the strict supervision of a tradesman or competent person?							
I have completed mechanical works on this plant and equipment previously and am competent in its disassembly and assembly to ensure it functions safely without causing injury, damage or the plant being damaged when operated? Where I am unfamiliar with the specific plant, I will consult OEM Manuals and or competent persons to assist!							
Where vehicle hoists or plant and equipment are to be used assist disassembly and assembly, I have conducted the daily inspection as per manufactures requirements and persons hold the required competency to operate? All attachments are to be secured to ensure they cannot come off. I will ensure exclusion zones are enforced to ensure no one can be crushed during my work?							
I have all the PPE required to undertake the task safely i.e. mandatory C+ PPE, Hot Works, Grinding, Welding, Flame Cutting?							
During grinding, I'm wearing double eye protection is: AS Safety Glasses & Face Shield?							
When working under plant and equipment, suitable goggles to avoid foreign bodies entering eyes must be considered?							
The item of plant is parked on a level surface and wheel chocks applied where practicable. Where breakdown mtc – site is made safe?							
Any attachments, booms or blades are grounded safely?							
Where persons can be crushed by articulation or masts, the locking bars are activated?							
Where working on wheeled plant I have chocks placed at the front and rear of suitable tyre/s to eliminate movement?							
I will apply my Personal Lock and Danger Tag to the isolator. If more than one person is working on the plant at the same time, I will ensure that each worker is able to attach a padlock by using a scissor lock. Each person required to work on the plant must attached their own Personal Lock and Danger Tag?							
I have conducted a "Try Test" by 'trying' to reactivate the plant without exposing the tester or others to risk. Failure to reactivate the plant means that the isolation procedure is effective and that all stored energies have dissipated. This may require further measures to safely release these energies, for example hydraulic or pneumatic pressure, suspended weight or compressed springs?							
Any item of plant the is required to be jacked and supported I must have rated jack stands in place to avoid crush injuries. No hydraulic or airbag jacks are to be used as a rated jacking stands under any circumstance. Person/s must never work in a crush zone!							
Where drills or grinders or other oscillating tools are used, ensure they are either clamped, placed in vices or good work positioning is implemented to ensure that should uncontrolled movement occur, persons cannot be harmed.							
Where I'm undertaking hot works in workshops, all flammable and combustible liquids, gases and solids have been removed or protected to eliminate a fire or explosion. A Fire extinguisher (ABE Type) is in close proximity should a fire occur i.e. approx. 6 steps away?							
Where undertaking Hot works in the field, I have completed a Hot Work Permit to ensure fires or explosions are eliminated. A suitable fire extinguisher (ABE Type) is on hand should it be needed i.e. approx. 6 steps away?							
All hazardous substances I require are stored on bunds or in the back of utilities. Only the amount needed is taken into the field?							
All fluids I drain from plant and equipment must be captured in receptacles that allow transfer to waste disposal without spilling?							
All waste lubricants, rags, and absorbent pads I use are to be placed in the nominated hydrocarbon bins and disposed of as regulated waste? All batteries are to be tested on charge or placed in the waste corrosives bund, and not left on the floor or ground.							
I have stocked spill kits available at workshops and within my vehicle in the event of a spill?							
Where practicable, I'm not conducting plant maintenance near water courses, drainage systems or causing environmental harm?							
Where required to Work at Height for maintenance, I shall either be able to work safely within the confines of the cab, handrailing or hoods of the plant. Where this is not possible, one of the following systems based on a site assessment will be required: Work platform, scissor lift, scaffold, platforms ladders, safety steps or fall restraint system. Step ladders are the last choice after all other options have been exhausted. Where step ladders are only used for light work, they must be rated industrial and <u>only used for inspections</u> . 3 points of contact must always be maintained!							
I have inspected my tools prior to use, and they are applicable to the works and are in good working condition?							
Person/s conducting Dogging duties hold the required High-Risk Work License and all chains and slings have been inspected and tested and tagged by a competent person – Soft Slings 3mthly / Chains 6mthly. Slings and chains etc shall be inspected prior to use for any damage. Exclusion zones, tag lines and mechanical aids are being used to avoid any body parts being crushed during works?							
During my work, I shall keep my workspace clean and safe as I go to reduce slips trips and falls?							
During my work, I will use mechanical aids and team lifts to assist manual handling?							
I / We confirm that the HSEQ Duties above have been assessed, controls implemented & have complied with the obligations?							
☒							
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		10/02/2021		12:00 PM			
TRADE PERSON HSEQ SIGN ON		DATE		TIME			
		10/02/2021		12:00 PM			
TRADE PERSON HSEQ SIGN ON		DATE		TIME			
SUPERVISION ASSIGNED		DATE		TIME			

SERVICE / REPAIR INFORMATION

500 hr service
 Replace engine oil and filter
 Replace both fuel filters
 Blow out air cleaner and cabin filter
 Replace both final drive oils
 Greased

PICK UP & DELIVERY TIMES

TIME DEPARTED	TIME RETURNED	SUPPLIER	PART

WORKSHOP OIL TO BE COSTED TO PLANT

QTY

ATF	
75W-90	
80w-90	
E900 15w-40	26
85w-140	
C4-50w	18
10w-30	
CAT ELC Coolant	
CAT Hydraulic Oil	

CRITICAL COMPONENT CHECKS BY TRADESPERSON WHERE APPRENTICE WORK HAS BEEN UNDERTAKEN

Brakes and assemblies have been checked and are as per OEM requirements?	☐
Steering assemblies have been checked and are as per OEM requirements?	☐
Tyre & Suspension assemblies have been checked and are as per OEM requirements?	☐
Structural and Powertrain assemblies have been checked and are as per OEM requirements?	☐
Electrical & or Hydraulics have been checked and are as per OEM requirements?	☐

TRADES PERSON SIGN OFF ON CRITICAL COMPONENT CHECKS

TRADES PERSON	DATE	TIME	SIGNATURE
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FUNCTIONALITY TESTING

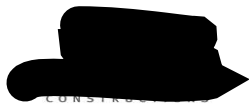
All Personal Isolation Tags and Locks are removed, and the plant is ready for functionality testing?	
Functionality tests are to be conducted in a safe position that ensures persons, plant and the environment are protected from harm should a failure occur? Persons must be outside plant exclusion zones and spotters, or demarcation & signage must be in place where required to ensure person/s do not enter the functionality test zone? <i>Note: Maintainers are permitted to tram and undertake mechanical functionality tests without holding the competency for the plant? Maintenance personnel are to arrange with Approved and competent operators or High-Risk Work Licence holders as required to undertake functionality testing, which requires field stress testing they cannot perform.</i>	☒
Functionality test confirmed that the plant, equipment, or vehicle was operating as per the OEM requirements?	☒

HSEQ DUTIES ON COMPLETION OF WORKS

I have ensured all works are completed and the plant, vehicle or equipment is ready and safe for operational use?	
I have cleaned up the workspace on completion of the works. All tools, parts & hazardous substances have been placed in their designated locations or waste bins. Empty hydrocarbon containers have been degreased and disposed of or stored in the correct facility?	☒

WORKS COMPLETED

WORKS COMPLETE	DATE	TIME	SIGNATURE
	10/02/2021	3:50 PM	



Excavator Service Checklist

EQUIPMENT MAKE / MODEL CAT 330 next gen

FLEET No. _____

HOUR METER 1565

DATE 10/02/2021

MECHANICS NAMES _____

SERVICE TYPE (HOURS)

INITIAL EACH BOX IN APPROPRIATE COLUMN

	250	500	1000
*** Before commencing any work be sure to:			
* Isolate and tag machine. * Relieve residual hydraulic pressures			
SECTION 1 - RUNNING CHECKS -While still in cab have second person on the ground to complete.			
* Test all lights, wipers, horn, radios, A/C, gauges, VIMS monitoring system Including travel alarm		X	
* Test operation of all functions i.e.: boom, stick, bucket and slew		X	
* Lign up final drive oil level plugs		X	
* Inspect all pins and bushes for play		X	
* SOS all compartments due to be sampled while oils are still hot		X	
* Test operation of hydraulic lockout lever and E- Stop		X	
SECTION 2 - ENGINE			
* Take engine oil SOS then replace oil		X	
* Replace engine oil filters - cut open and inspect old filter		X	
* Remove and clean out primary fuel screen - use new seal if provided		X	
* Replace secondary fuel filter - then prime and bleed system		X	
* Drain water from fuel/ water separator and from tank if tap is fitted			
* Clean or replace fuel tank cap breather if fitted		X	
* Empty primary dust bowl if fitted			
* Clean outer air filter - replace when necessary.		X	
* Replace inner air filter when necessary. <i>DO NOT CLEAN INNER FILTERS</i>			
* Check tension of all air intake system hose clamps		X	
* Reset air filter restriction indicator if fitted		X	
* Clean cab air filters - replace when necessary		X	
* Ensure exhaust stack clamps are tight		X	
* Inspect fan blades for loose or missing bolts		X	
* Check fan hub bearings for play and make sure it's taking grease		X	
* Check idler/ tensioner pulley for excessive play in bearings		X	
* Check condition and tension of all belts including alternator and A/C belt		X	
* Inspect coolant for any traces of oil and correct level		X	
* Inspect radiator for any leaks, cracks or clogged fins		X	
* Inspect all water pipes and hoses for leaks and check hose clamp tensions		X	
* Change water filter if supplied in kit			
* Inspect engine wiring harness for signs of rub through and damage		X	
* Check over engine for missing bolts and leaks ie:oil,water fuel,exhaust		X	
* Visually inspect front and rear engine mounts		X	
* Inspect batteries water levels and cable conditions		X	
SECTION 3 - POWER TRAIN: UNDERCARRIAGE			
* Check swing drive oil level		X	
* Visually inspect tracks for missing bolts and correct tensions		X	
* Inspect travel motors for any leaks		X	
* Check carrier rollers, track rollers and idler wheels for possible leakage		X	

PLANT MAINTENANCE WORK ORDER & HSEQ DUTIES

MEX WORK ORDER #		6672		DATE		16/07/2021	
NAME OF PERSON/S UNDERTAKING WORK							
PLANT, VEHICLE OR EQUIPMENT TYPE		Cat 330 excavator				HOURS/KMS	
						2058.0	
REGO & PLANT ASSET NUMBER		REGO		76449C		ASSET NUMBER	
						EX 013	
TYPE OF WORK		SERVICE		☒		BREAKDOWN	
						☐	
						REPAIR	
						☐	
						OTHER	
						☐	
SERVICE CHECKLIST IS ATTACHED?		250HR		☐		500HR	
						☐	
						1000HR	
						☐	
						2000HR	
						☒	
						OTHER	
						☐	
OTHER							
HSEQ DUTIES PRIOR TO COMMENCING AND DURING WORKS (Tick the box confirming you have applied)							
Trainees & Apprentices are under the strict supervision of a tradesman or competent person?							
I have completed mechanical works on this plant and equipment previously and am competent in its disassembly and assembly to ensure it functions safely without causing injury, damage or the plant being damaged when operated? Where I am unfamiliar with the specific plant, I will consult OEM Manuals and or competent persons to assist!							
Where vehicle hoists or plant and equipment are to be used assist disassembly and assembly, I have conducted the daily inspection as per manufactures requirements and persons hold the required competency to operate? All attachments are to be secured to ensure they cannot come off. I will ensure exclusion zones are enforced to ensure no one can be crushed during my work?							
I have all the PPE required to undertake the task safely i.e. mandatory C+ PPE, Hot Works, Grinding, Welding, Flame Cutting?							
During grinding, I'm wearing double eye protection is: AS Safety Glasses & Face Shield?							
When working under plant and equipment, suitable goggles to avoid foreign bodies entering eyes must be considered?							
The item of plant is parked on a level surface and wheel chocks applied where practicable. Where breakdown mtc – site is made safe?							
Any attachments, booms or blades are grounded safely?							
Where persons can be crushed by articulation or masts, the locking bars are activated?							
Where working on wheeled plant I have chocks placed at the front and rear of suitable tyre/s to eliminate movement?							
I will apply my Personal Lock and Danger Tag to the isolator. If more than one person is working on the plant at the same time, I will ensure that each worker is able to attach a padlock by using a scissor lock. Each person required to work on the plant must attached their own Personal Lock and Danger Tag?							
I have conducted a "Try Test" by 'trying' to reactivate the plant without exposing the tester or others to risk. Failure to reactivate the plant means that the isolation procedure is effective and that all stored energies have dissipated. This may require further measures to safely release these energies, for example hydraulic or pneumatic pressure, suspended weight or compressed springs?							
Any item of plant the is required to be jacked and supported I must have rated jack stands in place to avoid crush injuries. No hydraulic or airbag jacks are to be used as a rated jacking stands under any circumstance. Person/s must never work in a crush zone!							
Where drills or grinders or other oscillating tools are used, ensure they are either clamped, placed in vices or good work positioning is implemented to ensure that should uncontrolled movement occur, persons cannot be harmed.							
Where I'm undertaking hot works in workshops, all flammable and combustible liquids, gases and solids have been removed or protected to eliminate a fire or explosion. A Fire extinguisher (ABE Type) is in close proximity should a fire occur i.e. approx. 6 steps away?							
Where undertaking Hot works in the field, I have completed a Hot Work Permit to ensure fires or explosions are eliminated. A suitable fire extinguisher (ABE Type) is on hand should it be needed i.e. approx. 6 steps away?							
All hazardous substances I require are stored on bunds or in the back of utilities. Only the amount needed is taken into the field?							
All fluids I drain from plant and equipment must be captured in receptacles that allow transfer to waste disposal without spilling?							
All waste lubricants, rags, and absorbent pads I use are to be placed in the nominated hydrocarbon bins and disposed of as regulated waste? All batteries are to be tested on charge or placed in the waste corrosives bund, and not left on the floor or ground.							
I have stocked spill kits available at workshops and within my vehicle in the event of a spill?							
Where practicable, I'm not conducting plant maintenance near water courses, drainage systems or causing environmental harm?							
Where required to Work at Height for maintenance, I shall either be able to work safely within the confines of the cab, handrailing or hoods of the plant. Where this is not possible, one of the following systems based on a site assessment will be required: Work platform, scissor lift, scaffold, platforms ladders, safety steps or fall restraint system. Step ladders are the last choice after all other options have been exhausted. Where step ladders are only used for light work, they must be rated industrial and <u>only used for inspections</u> . 3 points of contact must always be maintained!							
I have inspected my tools prior to use, and they are applicable to the works and are in good working condition?							
Person/s conducting Dogging duties hold the required High-Risk Work License and all chains and slings have been inspected and tested and tagged by a competent person – Soft Slings 3mthly / Chains 6mthly. Slings and chains etc shall be inspected prior to use for any damage. Exclusion zones, tag lines and mechanical aids are being used to avoid any body parts being crushed during works?							
During my work, I shall keep my workspace clean and safe as I go to reduce slips trips and falls?							
During my work, I will use mechanical aids and team lifts to assist manual handling?							
I / We confirm that the HSEQ Duties above have been assessed, controls implemented & have complied with the obligations?							
☑							
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		16/07/2021		8:01 AM			
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		16/07/2021		8:01 AM			
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
SUPERVISION ASSIGNED		DATE		TIME		NAME	

SERVICE / REPAIR INFORMATION

2000 hr service
As per cat maintenance schedule

Hrs worked
Friday:6

PICK UP & DELIVERY TIMES

TIME DEPARTED	TIME RETURNED	SUPPLIER	PART

WORKSHOP OIL TO BE COSTED TO PLANT**QTY**

ATF	
75W-90	
80w-90	
E900 15w-40	29
85w-140	
C4-50w	20
10w-30	
CAT ELC Coolant	
CAT Hydraulic Oil	

CRITICAL COMPONENT CHECKS BY TRADESPERSON WHERE APPRENTICE WORK HAS BEEN UNDERTAKEN

Brakes and assemblies have been checked and are as per OEM requirements?	☐
Steering assemblies have been checked and are as per OEM requirements?	☐
Tyre & Suspension assemblies have been checked and are as per OEM requirements?	☐
Structural and Powertrain assemblies have been checked and are as per OEM requirements?	☒
Electrical & or Hydraulics have been checked and are as per OEM requirements?	☒

TRADES PERSON SIGN OFF ON CRITICAL COMPONENT CHECKS

TRADES PERSON	C Manning	DATE	16/07/2021	TIME	11:24 AM	SIGNATURE	
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FUNCTIONALITY TESTING

All Personal Isolation Tags and Locks are removed, and the plant is ready for functionality testing?	
Functionality tests are to be conducted in a safe position that ensures persons, plant and the environment are protected from harm should a failure occur? Persons must be outside plant exclusion zones and spotters, or demarcation & signage must be in place where required to ensure person/s do not enter the functionality test zone? <i>Note: Maintainers are permitted to tram and undertake mechanical functionality tests without holding the competency for the plant? Maintenance personnel are to arrange with Approved and competent operators or High-Risk Work Licence holders as required to undertake functionality testing, which requires field stress testing they cannot perform.</i>	☒
Functionality test confirmed that the plant, equipment, or vehicle was operating as per the OEM requirements?	☒

HSEQ DUTIES ON COMPLETION OF WORKS

I have ensured all works are completed and the plant, vehicle or equipment is ready and safe for operational use?	
I have cleaned up the workspace on completion of the works. All tools, parts & hazardous substances have been placed in their designated locations or waste bins. Empty hydrocarbon containers have been degreased and disposed of or stored in the correct facility?	☒

WORKS COMPLETED

WORKS COMPLETE	DATE	16/07/2021	TIME		SIGNATURE	
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Excavator Service Checklist

EQUIPMENT MAKE / MODEL Cat 330

FLEET No. _____

HOUR METER 2058

DATE 16/07/2021

MECHANICS NAMES [REDACTED]

SERVICE TYPE (HOURS)

INITIAL EACH BOX IN APPROPRIATE COLUMN

	250	500	1000
*** Before commencing any work be sure to:			
* Isolate and tag machine. * Relieve residual hydraulic pressures			
SECTION 1 - RUNNING CHECKS -While still in cab have second person on the ground to complete.	X		
* Test all lights, wipers, horn, radios, A/C, gauges, VIMS monitoring system Including travel alarm	X		
* Test operation of all functions i.e.: boom, stick, bucket and slew	X		
* Lign up final drive oil level plugs	X		
* Inspect all pins and bushes for play	X		
* SOS all compartments due to be sampled while oils are still hot	X		
* Test operation of hydraulic lockout lever and E- Stop	X		
SECTION 2 - ENGINE			
* Take engine oil SOS then replace oil	X		
* Replace engine oil filters - cut open and inspect old filter	X		
* Remove and clean out primary fuel screen - use new seal if provided	X		
* Replace secondary fuel filter - then prime and bleed system	X		
* Drain water from fuel/ water seperator and from tank if tap is fitted	X		
* Clean or replace fuel tank cap breather if fitted	X		
* Empty primary dust bowl if fitted	X		
* Clean outer air filter - replace when necessary.	X		
* Replace inner air filter when necessary. <i>DO NOT CLEAN INNER FILTERS</i>	X		
* Check tension of all air intake system hose clamps	X		
* Reset air filter restriction indicator if fitted			
* Clean cab air filters - replace when necessary	X		
* Ensure exhaust stack clamps are tight	X		
* Inspect fan blades for loose or missing bolts	X		
* Check fan hub bearings for play and make sure it's taking grease	X		
* Check idler/ tensioner pulley for excessive play in bearings	X		
* Check condition and tension of all belts including alternator and A/C belt	X		
* Inspect coolant for any traces of oil and correct level	X		
* Inspect radiator for any leaks, cracks or clogged fins	X		
* Inspect all water pipes and hoses for leaks and check hose clamp tensions	X		
* Change water filter if supplied in kit			
* Inspect engine wiring harness for signs of rub through and damage	X		
* Check over engine for missing bolts and leaks ie:oil,water fuel,exhaust	X		
* Visually inspect front and rear engine mounts	X		
* Inspect batteries water levels and cable conditions	X		
SECTION 3 - POWER TRAIN: UNDERCARRIAGE			
* Check swing drive oil level	X		
* Visually inspect tracks for missing bolts and correct tensions	X		
* Inspect travel motors for any leaks	X		
* Check carrier rollers, track rollers and idler wheels for possible leakage	X		

PLANT MAINTENANCE WORK ORDER & HSEQ DUTIES																						
MEX WORK ORDER #			7070				DATE		03/12/2021													
NAME OF PERSON/S UNDERTAKING WORK			[REDACTED]																			
PLANT, VEHICLE OR EQUIPMENT TYPE			Cat 330 next gen					HOURS/KMS		2552												
REGO & PLANT ASSET NUMBER			REGO		76449C			ASSET NUMBER		EX013												
TYPE OF WORK			SERVICE		☒		BREAKDOWN		☐		REPAIR		☐		OTHER		☐					
SERVICE CHECKLIST IS ATTACHED?			250HR		☐		500HR		☒		1000HR		☐		2000HR		☐		OTHER		☐	
OTHER																						
HSEQ DUTIES PRIOR TO COMMENCING AND DURING WORKS (Tick the box confirming you have applied)												Y										
Trainees & Apprentices are under the strict supervision of a tradesman or competent person?																						
I have completed mechanical works on this plant and equipment previously and am competent in its disassembly and assembly to ensure it functions safely without causing injury, damage or the plant being damaged when operated? Where I am unfamiliar with the specific plant, I will consult OEM Manuals and or competent persons to assist!																						
Where vehicle hoists or plant and equipment are to be used assist disassembly and assembly, I have conducted the daily inspection as per manufactures requirements and persons hold the required competency to operate? All attachments are to be secured to ensure they cannot come off. I will ensure exclusion zones are enforced to ensure no one can be crushed during my work?																						
I have all the PPE required to undertake the task safely i.e. mandatory C+ PPE, Hot Works, Grinding, Welding, Flame Cutting?																						
During grinding, I'm wearing double eye protection is: AS Safety Glasses & Face Shield?																						
When working under plant and equipment, suitable goggles to avoid foreign bodies entering eyes must be considered?																						
The item of plant is parked on a level surface and wheel chocks applied where practicable. Where breakdown mtc – site is made safe?																						
Any attachments, booms or blades are grounded safely?																						
Where persons can be crushed by articulation or masts, the locking bars are activated?																						
Where working on wheeled plant I have chocks placed at the front and rear of suitable tyre/s to eliminate movement?																						
I will apply my Personal Lock and Danger Tag to the isolator. If more than one person is working on the plant at the same time, I will ensure that each worker is able to attach a padlock by using a scissor lock. Each person required to work on the plant must attached their own Personal Lock and Danger Tag?														X								
I have conducted a "Try Test" by 'trying' to reactivate the plant without exposing the tester or others to risk. Failure to reactivate the plant means that the isolation procedure is effective and that all stored energies have dissipated. This may require further measures to safely release these energies, for example hydraulic or pneumatic pressure, suspended weight or compressed springs?														X								
Any item of plant the is required to be jacked and supported I must have rated jack stands in place to avoid crush injuries. No hydraulic or airbag jacks are to be used as a rated jacking stands under any circumstance. Person/s must never work in a crush zone!																						
Where drills or grinders or other oscillating tools are used, ensure they are either clamped, placed in vices or good work positioning is implemented to ensure that should uncontrolled movement occur, persons cannot be harmed.																						
Where I'm undertaking hot works in workshops, all flammable and combustible liquids, gases and solids have been removed or protected to eliminate a fire or explosion. A Fire extinguisher (ABE Type) is in close proximity should a fire occur i.e. approx. 6 steps away?																						
Where undertaking Hot works in the field, I have completed a Hot Work Permit to ensure fires or explosions are eliminated. A suitable fire extinguisher (ABE Type) is on hand should it be needed i.e. approx. 6 steps away?																						
All hazardous substances I require are stored on bunds or in the back of utilities. Only the amount needed is taken into the field?																						
All fluids I drain from plant and equipment must be captured in receptacles that allow transfer to waste disposal without spilling?																						
All waste lubricants, rags, and absorbent pads I use are to be placed in the nominated hydrocarbon bins and disposed of as regulated waste? All batteries are to be tested on charge or placed in the waste corrosives bund, and not left on the floor or ground.																						
I have stocked spill kits available at workshops and within my vehicle in the event of a spill?																						
Where practicable, I'm not conducting plant maintenance near water courses, drainage systems or causing environmental harm?																						
Where required to Work at Height for maintenance, I shall either be able to work safely within the confines of the cab, handrailing or hoods of the plant. Where this is not possible, one of the following systems based on a site assessment will be required: Work platform, scissor lift, scaffold, platforms ladders, safety steps or fall restraint system. Step ladders are the last choice after all other options have been exhausted. Where step ladders are only used for light work, they must be rated industrial and <u>only used for inspections</u> . 3 points of contact must always be maintained!																						
I have inspected my tools prior to use, and they are applicable to the works and are in good working condition?																						
Person/s conducting Dogging duties hold the required High-Risk Work License and all chains and slings have been inspected and tested and tagged by a competent person – Soft Slings 3mthly / Chains 6mthly. Slings and chains etc shall be inspected prior to use for any damage. Exclusion zones, tag lines and mechanical aids are being used to avoid any body parts being crushed during works?																						
During my work, I shall keep my workspace clean and safe as I go to reduce slips trips and falls?																						
During my work, I will use mechanical aids and team lifts to assist manual handling?																						
I / We confirm that the HSEQ Duties above have been assessed, controls implemented & have complied with the obligations?														X								
APPRENTICE HSEQ SIGN ON			DATE				TIME				SIGNATURE											
APPRENTICE HSEQ SIGN ON			DATE				TIME				SIGNATURE											
TRADE PERSON HSEQ SIGN ON			DATE		03/12/2021		TIME		10:30 AM		SIGNATURE		[Signature]									
TRADE PERSON HSEQ SIGN ON			DATE		03/12/2021		TIME		10:30 AM		SIGNATURE		[Signature]									
SUPERVISION ASSIGNED			DATE				TIME				NAME											

SERVICE / REPAIR INFORMATION

500 hour service
 Engine oil and filter
 Replaced both fuel filters
 Replaced cab inner and outer filters
 Oil sample all compartments
 Right hand work light not working

Fill out SOS paper work

PICK UP & DELIVERY TIMES

TIME DEPARTED	TIME RETURNED	SUPPLIER	PART

WORKSHOP OIL TO BE COSTED TO PLANT

QTY

ATF	
75W-90	
80w-90	
E900 15w-40	30
85w-140	
C4-50w	
10w-30	
CAT ELC Coolant	
CAT Hydraulic Oil	

CRITICAL COMPONENT CHECKS BY TRADESPERSON WHERE APPRENTICE WORK HAS BEEN UNDERTAKEN

Brakes and assemblies have been checked and are as per OEM requirements?	☐
Steering assemblies have been checked and are as per OEM requirements?	☐
Tyre & Suspension assemblies have been checked and are as per OEM requirements?	☐
Structural and Powertrain assemblies have been checked and are as per OEM requirements?	☐
Electrical & or Hydraulics have been checked and are as per OEM requirements?	☐

TRADES PERSON SIGN OFF ON CRITICAL COMPONENT CHECKS

TRADES PERSON	DATE	TIME	SIGNATURE
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FUNCTIONALITY TESTING

All Personal Isolation Tags and Locks are removed, and the plant is ready for functionality testing?	
Functionality tests are to be conducted in a safe position that ensures persons, plant and the environment are protected from harm should a failure occur? Persons must be outside plant exclusion zones and spotters, or demarcation & signage must be in place where required to ensure person/s do not enter the functionality test zone? <i>Note: Maintainers are permitted to tram and undertake mechanical functionality tests without holding the competency for the plant? Maintenance personnel are to arrange with Approved and competent operators or High-Risk Work Licence holders as required to undertake functionality testing, which requires field stress testing they cannot perform.</i>	☒
Functionality test confirmed that the plant, equipment, or vehicle was operating as per the OEM requirements?	☒

HSEQ DUTIES ON COMPLETION OF WORKS

I have ensured all works are completed and the plant, vehicle or equipment is ready and safe for operational use?	
I have cleaned up the workspace on completion of the works. All tools, parts & hazardous substances have been placed in their designated locations or waste bins. Empty hydrocarbon containers have been degreased and disposed of or stored in the correct facility?	☒

WORKS COMPLETED

WORKS COMPLETE	DATE	TIME	SIGNATURE
	03/12/2021	2:00 PM	



Excavator Service Checklist

EQUIPMENT MAKE / MODEL Cat 330 next gen

FLEET No. _____

HOUR METER 2552

DATE 03/12/2021

MECHANICS NAMES _____

SERVICE TYPE (HOURS)

INITIAL EACH BOX IN APPROPRIATE COLUMN

	250	500	1000
*** Before commencing any work be sure to:			
* Isolate and tag machine. * Relieve residual hydraulic pressures			
SECTION 1 - RUNNING CHECKS -While still in cab have second person on the ground to complete.			
* Test all lights, wipers, horn, radios, A/C, gauges, VIMS monitoring system Including travel alarm		X	
* Test operation of all functions i.e.: boom, stick, bucket and slew		X	
* Lign up final drive oil level plugs		X	
* Inspect all pins and bushes for play		X	
* SOS all compartments due to be sampled while oils are still hot		X	
* Test operation of hydraulic lockout lever and E- Stop		X	
SECTION 2 - ENGINE			
* Take engine oil SOS then replace oil		X	
* Replace engine oil filters - cut open and inspect old filter		X	
* Remove and clean out primary fuel screen - use new seal if provided		X	
* Replace secondary fuel filter - then prime and bleed system		X	
* Drain water from fuel/ water seperator and from tank if tap is fitted		X	
* Clean or replace fuel tank cap breather if fitted			
* Empty primary dust bowl if fitted			
* Clean outer air filter - replace when necessary.			
* Replace inner air filter when necessary. <i>DO NOT CLEAN INNER FILTERS</i>			
* Check tension of all air intake system hose clamps		X	
* Reset air filter restriction indicator if fitted			
* Clean cab air filters - replace when necessary		X	
* Ensure exhaust stack clamps are tight		X	
* Inspect fan blades for loose or missing bolts		X	
* Check fan hub bearings for play and make sure it's taking grease		X	
* Check idler/ tensioner pulley for excessive play in bearings		X	
* Check condition and tension of all belts including alternator and A/C belt		X	
* Inspect coolant for any traces of oil and correct level		X	
* Inspect radiator for any leaks, cracks or clogged fins		X	
* Inspect all water pipes and hoses for leaks and check hose clamp tensions		X	
* Change water filter if supplied in kit			
* Inspect engine wiring harness for signs of rub through and damage		X	
* Check over engine for missing bolts and leaks ie:oil,water fuel,exhaust		X	
* Visually inspect front and rear engine mounts		X	
* Inspect batteries water levels and cable conditions		X	
SECTION 3 - POWER TRAIN: UNDERCARRIAGE			
* Check swing drive oil level		X	
* Visually inspect tracks for missing bolts and correct tensions		X	
* Inspect travel motors for any leaks		X	
* Check carrier rollers, track rollers and idler wheels for possible leakage		X	

* Check final drive oil levels and for any leaks		X	
* Check pump transmission oil level on dipstick (HITACHI)			
* Check swing reduction gear oil level on dipstick (HITACHI)			
* SOS swing drive oil			
* Replace swing drive oil (SAE50W)			
* Replace pump transmission oil (HITACHI)			

[illegible]

PLANT MAINTENANCE WORK ORDER & HSEQ DUTIES

MEX WORK ORDER #		7588		DATE		03/06/2022	
NAME OF PERSON/S UNDERTAKING WORK							
PLANT, VEHICLE OR EQUIPMENT TYPE		Cat 330 NG				HOURS/KMS	
						3056.2	
REGO & PLANT ASSET NUMBER		REGO		76449C		ASSET NUMBER	
						EX013	
TYPE OF WORK		SERVICE		☒		BREAKDOWN	
						☐	
						REPAIR	
						☐	
						OTHER	
						☐	
SERVICE CHECKLIST IS ATTACHED?		250HR		☐		500HR	
						☐	
						1000HR	
						☐	
						2000HR	
						☐	
						OTHER	
						☒	
OTHER		3000 hr service					
HSEQ DUTIES PRIOR TO COMMENCING AND DURING WORKS (Tick the box confirming you have applied)							
Trainees & Apprentices are under the strict supervision of a tradesman or competent person? I have completed mechanical works on this plant and equipment previously and am competent in its disassembly and assembly to ensure it functions safely without causing injury, damage or the plant being damaged when operated? Where I am unfamiliar with the specific plant, I will consult OEM Manuals and or competent persons to assist! Where vehicle hoists or plant and equipment are to be used assist disassembly and assembly, I have conducted the daily inspection as per manufactures requirements and persons hold the required competency to operate? All attachments are to be secured to ensure they cannot come off. I will ensure exclusion zones are enforced to ensure no one can be crushed during my work? I have all the PPE required to undertake the task safely i.e. mandatory C+ PPE, Hot Works, Grinding, Welding, Flame Cutting? During grinding, I'm wearing double eye protection is: AS Safety Glasses & Face Shield? When working under plant and equipment, suitable goggles to avoid foreign bodies entering eyes must be considered? The item of plant is parked on a level surface and wheel chocks applied where practicable. Where breakdown mtc – site is made safe? Any attachments, booms or blades are grounded safely? Where persons can be crushed by articulation or masts, the locking bars are activated? Where working on wheeled plant I have chocks placed at the front and rear of suitable tyre/s to eliminate movement? I will apply my Personal Lock and Danger Tag to the isolator. If more than one person is working on the plant at the same time, I will ensure that each worker is able to attach a padlock by using a scissor lock. Each person required to work on the plant must attached their own Personal Lock and Danger Tag? I have conducted a "Try Test" by 'trying' to reactivate the plant without exposing the tester or others to risk. Failure to reactivate the plant means that the isolation procedure is effective and that all stored energies have dissipated. This may require further measures to safely release these energies, for example hydraulic or pneumatic pressure, suspended weight or compressed springs? Any item of plant the is required to be jacked and supported I must have rated jack stands in place to avoid crush injuries. No hydraulic or airbag jacks are to be used as a rated jacking stands under any circumstance. Person/s must never work in a crush zone! Where drills or grinders or other oscillating tools are used, ensure they are either clamped, placed in vices or good work positioning is implemented to ensure that should uncontrolled movement occur, persons cannot be harmed. Where I'm undertaking hot works in workshops, all flammable and combustible liquids, gases and solids have been removed or protected to eliminate a fire or explosion. A Fire extinguisher (ABE Type) is in close proximity should a fire occur i.e. approx. 6 steps away? Where undertaking Hot works in the field, I have completed a Hot Work Permit to ensure fires or explosions are eliminated. A suitable fire extinguisher (ABE Type) is on hand should it be needed i.e. approx. 6 steps away? All hazardous substances I require are stored on bunds or in the back of utilities. Only the amount needed is taken into the field? All fluids I drain from plant and equipment must be captured in receptacles that allow transfer to waste disposal without spilling? All waste lubricants, rags, and absorbent pads I use are to be placed in the nominated hydrocarbon bins and disposed of as regulated waste? All batteries are to be tested on charge or placed in the waste corrosives bund, and not left on the floor or ground. I have stocked spill kits available at workshops and within my vehicle in the event of a spill? Where practicable, I'm not conducting plant maintenance near water courses, drainage systems or causing environmental harm? Where required to Work at Height for maintenance, I shall either be able to work safely within the confines of the cab, handrailing or hoods of the plant. Where this is not possible, one of the following systems based on a site assessment will be required: Work platform, scissor lift, scaffold, platforms ladders, safety steps or fall restraint system. Step ladders are the last choice after all other options have been exhausted. Where step ladders are only used for light work, they must be rated industrial and <u>only used for inspections</u>. 3 points of contact must always be maintained! I have inspected my tools prior to use, and they are applicable to the works and are in good working condition? Person/s conducting Dogging duties hold the required High-Risk Work License and all chains and slings have been inspected and tested and tagged by a competent person – Soft Slings 3mthly / Chains 6mthly. Slings and chains etc shall be inspected prior to use for any damage. Exclusion zones, tag lines and mechanical aids are being used to avoid any body parts being crushed during works? During my work, I shall keep my workspace clean and safe as I go to reduce slips trips and falls? During my work, I will use mechanical aids and team lifts to assist manual handling? I / We confirm that the HSEQ Duties above have been assessed, controls implemented & have complied with the obligations?							
Y							
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		03/06/2022		12:12 PM		W	
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		03/06/2022		12:12 PM		M	
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
SUPERVISION ASSIGNED		DATE		TIME		NAME	

SERVICE / REPAIR INFORMATION

3000hr service as per cat service interval
 Advised that the swivel hitch was leaking
 Degreased and pressure cleaned
 Operate to inspect no obvious leak
 Will ask to monitor and advise on location of leak

PICK UP & DELIVERY TIMES

TIME DEPARTED	TIME RETURNED	SUPPLIER	PART

WORKSHOP OIL TO BE COSTED TO PLANT

QTY

ATF	
75W-90	
80w-90	
E900 15w-40	30
85w-140	
C4-50w	30
10w-30	
CAT ELC Coolant	
CAT Hydraulic Oil	15

CRITICAL COMPONENT CHECKS BY TRADESPERSON WHERE APPRENTICE WORK HAS BEEN UNDERTAKEN

Brakes and assemblies have been checked and are as per OEM requirements?	☐
Steering assemblies have been checked and are as per OEM requirements?	☐
Tyre & Suspension assemblies have been checked and are as per OEM requirements?	☐
Structural and Powertrain assemblies have been checked and are as per OEM requirements?	☐
Electrical & or Hydraulics have been checked and are as per OEM requirements?	☐

TRADES PERSON SIGN OFF ON CRITICAL COMPONENT CHECKS

TRADES PERSON	DATE	TIME	SIGNATURE
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FUNCTIONALITY TESTING

All Personal Isolation Tags and Locks are removed, and the plant is ready for functionality testing?	
Functionality tests are to be conducted in a safe position that ensures persons, plant and the environment are protected from harm should a failure occur? Persons must be outside plant exclusion zones and spotters, or demarcation & signage must be in place where required to ensure person/s do not enter the functionality test zone? <i>Note: Maintainers are permitted to tram and undertake mechanical functionality tests without holding the competency for the plant? Maintenance personnel are to arrange with Approved and competent operators or High-Risk Work Licence holders as required to undertake functionality testing, which requires field stress testing they cannot perform.</i>	☒

Functionality test confirmed that the plant, equipment, or vehicle was operating as per the OEM requirements?	☒
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HSEQ DUTIES ON COMPLETION OF WORKS

I have ensured all works are completed and the plant, vehicle or equipment is ready and safe for operational use?	
I have cleaned up the workspace on completion of the works. All tools, parts & hazardous substances have been placed in their designated locations or waste bins. Empty hydrocarbon containers have been degreased and disposed of or stored in the correct facility?	☒

WORKS COMPLETED

WORKS COMPLETE	DATE	TIME	SIGNATURE
	03/06/2022	4:05 PM	



Excavator Service Checklist

EQUIPMENT MAKE / MODEL Cat 330ng

FLEET No. _____

HOOR METER 3056.2

DATE 03/06/2022

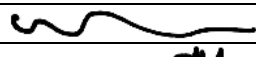
MECHANICS NAMES _____

SERVICE TYPE (HOURS)

INITIAL EACH BOX IN APPROPRIATE COLUM

	250	500	1000
*** Before commencing any work be sure to:			
* Isolate and tag machine. * Relieve residual hydraulic pressures			
SECTION 1 - RUNNING CHECKS -While still in cab have second person on the ground to complete.			X
* Test all lights, wipers, horn, radios, A/C, gauges, VIMS monitoring system Including travel alarm			X
* Test operation of all functions i.e.: boom, stick, bucket and slew			X
* Lign up final drive oil level plugs			X
* Inspect all pins and bushes for play			X
* SOS all compartments due to be sampled while oils are still hot			X
* Test operation of hydraulic lockout lever and E- Stop			X
SECTION 2 - ENGINE			
* Take engine oil SOS then replace oil			X
* Replace engine oil filters - cut open and inspect old filter			X
* Remove and clean out primary fuel screen - use new seal if provided			X
* Replace secondary fuel filter - then prime and bleed system			X
* Drain water from fuel/ water seperator and from tank if tap is fitted			X
* Clean or replace fuel tank cap breather if fitted			
* Empty primary dust bowl if fitted			X
* Clean outer air filter - replace when necessary.			X
* Replace inner air filter when necessary. <i>DO NOT CLEAN INNER FILTERS</i>			X
* Check tension of all air intake system hose clamps			X
* Reset air filter restriction indicator if fitted			
* Clean cab air filters - replace when necessary			X
* Ensure exhaust stack clamps are tight			X
* Inspect fan blades for loose or missing bolts			X
* Check fan hub bearings for play and make sure it's taking grease			
* Check idler/ tensioner pulley for excessive play in bearings			X
* Check condition and tension of all belts including alternator and A/C belt			X
* Inspect coolant for any traces of oil and correct level			X
* Inspect radiator for any leaks, cracks or clogged fins			X
* Inspect all water pipes and hoses for leaks and check hose clamp tensions			X
* Change water filter if supplied in kit			
* Inspect engine wiring harness for signs of rub through and damage			X
* Check over engine for missing bolts and leaks ie:oil,water fuel,exhaust			X
* Visually inspect front and rear engine mounts			X
* Inspect batteries water levels and cable conditions			X
SECTION 3 - POWER TRAIN: UNDERCARRIAGE			
* Check swing drive oil level			X
* Visually inspect tracks for missing bolts and correct tensions			X
* Inspect travel motors for any leaks			X
* Check carrier rollers, track rollers and idler wheels for possible leakage			X

PLANT MAINTENANCE WORK ORDER & HSEQ DUTIES

MEX WORK ORDER #		7861		DATE		06/09/2022	
NAME OF PERSON/S UNDERTAKING WORK							
PLANT, VEHICLE OR EQUIPMENT TYPE		330 next gen				HOURS/KMS	
						3498.4	
REGO & PLANT ASSET NUMBER		REGO		76449C		ASSET NUMBER	
						EX013	
TYPE OF WORK		SERVICE		☒		BREAKDOWN	
						☐	
				REPAIR		☐	
						OTHER	
						☐	
SERVICE CHECKLIST IS ATTACHED?		250HR		☐		500HR	
						☒	
		1000HR		☐		2000HR	
						☐	
				OTHER		☐	
OTHER							
HSEQ DUTIES PRIOR TO COMMENCING AND DURING WORKS (Tick the box confirming you have applied)							
Trainees & Apprentices are under the strict supervision of a tradesman or competent person? I have completed mechanical works on this plant and equipment previously and am competent in its disassembly and assembly to ensure it functions safely without causing injury, damage or the plant being damaged when operated? Where I am unfamiliar with the specific plant, I will consult OEM Manuals and or competent persons to assist! Where vehicle hoists or plant and equipment are to be used assist disassembly and assembly, I have conducted the daily inspection as per manufactures requirements and persons hold the required competency to operate? All attachments are to be secured to ensure they cannot come off. I will ensure exclusion zones are enforced to ensure no one can be crushed during my work? I have all the PPE required to undertake the task safely i.e. mandatory C+ PPE, Hot Works, Grinding, Welding, Flame Cutting? During grinding, I'm wearing double eye protection is: AS Safety Glasses & Face Shield? When working under plant and equipment, suitable goggles to avoid foreign bodies entering eyes must be considered? The item of plant is parked on a level surface and wheel chocks applied where practicable. Where breakdown mtc – site is made safe? Any attachments, booms or blades are grounded safely? Where persons can be crushed by articulation or masts, the locking bars are activated? Where working on wheeled plant I have chocks placed at the front and rear of suitable tyre/s to eliminate movement? I will apply my Personal Lock and Danger Tag to the isolator. If more than one person is working on the plant at the same time, I will ensure that each worker is able to attach a padlock by using a scissor lock. Each person required to work on the plant must attached their own Personal Lock and Danger Tag? 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All batteries are to be tested on charge or placed in the waste corrosives bund, and not left on the floor or ground. I have stocked spill kits available at workshops and within my vehicle in the event of a spill? Where practicable, I'm not conducting plant maintenance near water courses, drainage systems or causing environmental harm? Where required to Work at Height for maintenance, I shall either be able to work safely within the confines of the cab, handrailing or hoods of the plant. Where this is not possible, one of the following systems based on a site assessment will be required: Work platform, scissor lift, scaffold, platforms ladders, safety steps or fall restraint system. Step ladders are the last choice after all other options have been exhausted. Where step ladders are only used for light work, they must be rated industrial and <u>only used for inspections</u>. 3 points of contact must always be maintained! 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☑							
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		06/09/2022		7:24 AM			
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		06/09/2022		7:23 AM			
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
SUPERVISION ASSIGNED		DATE		TIME		NAME	

SERVICE / REPAIR INFORMATION

500 hour service
 Top up hyd tank
 Replace both final drive oils
 Check all other fluid levels
 Greased

PICK UP & DELIVERY TIMES

TIME DEPARTED	TIME RETURNED	SUPPLIER	PART

WORKSHOP OIL TO BE COSTED TO PLANT

QTY

ATF	
75W-90	
80w-90	
E900 15w-40	30
85w-140	
C4-50w	20
10w-30	
CAT ELC Coolant	
CAT Hydraulic Oil	

CRITICAL COMPONENT CHECKS BY TRADESPERSON WHERE APPRENTICE WORK HAS BEEN UNDERTAKEN

Brakes and assemblies have been checked and are as per OEM requirements?	☐
Steering assemblies have been checked and are as per OEM requirements?	☐
Tyre & Suspension assemblies have been checked and are as per OEM requirements?	☐
Structural and Powertrain assemblies have been checked and are as per OEM requirements?	☐
Electrical & or Hydraulics have been checked and are as per OEM requirements?	☐

TRADES PERSON SIGN OFF ON CRITICAL COMPONENT CHECKS

TRADES PERSON	DATE	TIME	SIGNATURE
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FUNCTIONALITY TESTING

All Personal Isolation Tags and Locks are removed, and the plant is ready for functionality testing?	
Functionality tests are to be conducted in a safe position that ensures persons, plant and the environment are protected from harm should a failure occur? Persons must be outside plant exclusion zones and spotters, or demarcation & signage must be in place where required to ensure person/s do not enter the functionality test zone? <i>Note: Maintainers are permitted to tram and undertake mechanical functionality tests without holding the competency for the plant? Maintenance personnel are to arrange with Approved and competent operators or High-Risk Work Licence holders as required to undertake functionality testing, which requires field stress testing they cannot perform.</i>	☒
Functionality test confirmed that the plant, equipment, or vehicle was operating as per the OEM requirements?	☒

HSEQ DUTIES ON COMPLETION OF WORKS

I have ensured all works are completed and the plant, vehicle or equipment is ready and safe for operational use?	
I have cleaned up the workspace on completion of the works. All tools, parts & hazardous substances have been placed in their designated locations or waste bins. Empty hydrocarbon containers have been degreased and disposed of or stored in the correct facility?	☒

WORKS COMPLETED

WORKS COMPLETE	DATE	TIME	SIGNATURE
	06/09/2022	10:30 AM	



Excavator Service Checklist

EQUIPMENT MAKE / MODEL Cat 330 next gen

FLEET No. _____

HOOR METER 3498.4

DATE 06/09/2022

MECHANICS NAMES [REDACTED]

SERVICE TYPE (HOURS)

INITIAL EACH BOX IN APPROPRIATE COLUM

	250	500	1000
*** Before commencing any work be sure to:			
* Isolate and tag machine. * Relieve residual hydraulic pressures			
SECTION 1 - RUNNING CHECKS -While still in cab have second person on the ground to complete.			
* Test all lights, wipers, horn, radios, A/C, gauges, VIMS monitoring system Including travel alarm		X	
* Test operation of all functions i.e.: boom, stick, bucket and slew		X	
* Lign up final drive oil level plugs		X	
* Inspect all pins and bushes for play		X	
* SOS all compartments due to be sampled while oils are still hot			
* Test operation of hydraulic lockout lever and E- Stop		X	
SECTION 2 - ENGINE			
* Take engine oil SOS then replace oil		X	
* Replace engine oil filters - cut open and inspect old filter		X	
* Remove and clean out primary fuel screen - use new seal if provided		X	
* Replace secondary fuel filter - then prime and bleed system		X	
* Drain water from fuel/ water seperator and from tank if tap is fitted		X	
* Clean or replace fuel tank cap breather if fitted			
* Empty primary dust bowl if fitted		X	
* Clean outer air filter - replace when necessary.		X	
* Replace inner air filter when necessary. <i>DO NOT CLEAN INNER FILTERS</i>			
* Check tension of all air intake system hose clamps		X	
* Reset air filter restriction indicator if fitted		X	
* Clean cab air filters - replace when necessary		X	
* Ensure exhaust stack clamps are tight		X	
* Inspect fan blades for loose or missing bolts		X	
* Check fan hub bearings for play and make sure it's taking grease		X	
* Check idler/ tensioner pulley for excessive play in bearings		X	
* Check condition and tension of all belts including alternator and A/C belt		X	
* Inspect coolant for any traces of oil and correct level		X	
* Inspect radiator for any leaks, cracks or clogged fins		X	
* Inspect all water pipes and hoses for leaks and check hose clamp tensions		X	
* Change water filter if supplied in kit			
* Inspect engine wiring harness for signs of rub through and damage		X	
* Check over engine for missing bolts and leaks ie:oil,water fuel,exhaust		X	
* Visually inspect front and rear engine mounts		X	
* Inspect batteries water levels and cable conditions		X	
SECTION 3 - POWER TRAIN: UNDERCARRIAGE			
* Check swing drive oil level		X	
* Visually inspect tracks for missing bolts and correct tensions		X	
* Inspect travel motors for any leaks		X	
* Check carrier rollers, track rollers and idler wheels for possible leakage		X	

PLANT MAINTENANCE WORK ORDER & HSEQ DUTIES

MEX WORK ORDER #		8185		DATE		15/12/2022	
NAME OF PERSON/S UNDERTAKING WORK							
PLANT, VEHICLE OR EQUIPMENT TYPE		CAT330				HOURS/KMS	
						4082	
REGO & PLANT ASSET NUMBER		REGO		76449C		ASSET NUMBER	
						EX013	
TYPE OF WORK		SERVICE		☒		BREAKDOWN	
						☐	
						REPAIR	
						☐	
						OTHER	
						☐	
SERVICE CHECKLIST IS ATTACHED?		250HR		☐		500HR	
						☐	
						1000HR	
						☒	
						2000HR	
						☐	
						OTHER	
						☐	
HSEQ DUTIES PRIOR TO COMMENCING AND DURING WORKS (Tick the box confirming you have applied)							
Trainees & Apprentices are under the strict supervision of a tradesman or competent person?							
I have completed mechanical works on this plant and equipment previously and am competent in its disassembly and assembly to ensure it functions safely without causing injury, damage or the plant being damaged when operated? Where I am unfamiliar with the specific plant, I will consult OEM Manuals and or competent persons to assist!							
Where vehicle hoists or plant and equipment are to be used assist disassembly and assembly, I have conducted the daily inspection as per manufactures requirements and persons hold the required competency to operate? All attachments are to be secured to ensure they cannot come off. I will ensure exclusion zones are enforced to ensure no one can be crushed during my work?							
I have all the PPE required to undertake the task safely i.e. mandatory C+ PPE, Hot Works, Grinding, Welding, Flame Cutting?							
During grinding, I'm wearing double eye protection is: AS Safety Glasses & Face Shield?							
When working under plant and equipment, suitable goggles to avoid foreign bodies entering eyes must be considered?							
The item of plant is parked on a level surface and wheel chocks applied where practicable. Where breakdown mtc – site is made safe?							
Any attachments, booms or blades are grounded safely?							
Where persons can be crushed by articulation or masts, the locking bars are activated?							
Where working on wheeled plant I have chocks placed at the front and rear of suitable tyre/s to eliminate movement?							
I will apply my Personal Lock and Danger Tag to the isolator. If more than one person is working on the plant at the same time, I will ensure that each worker is able to attach a padlock by using a scissor lock. Each person required to work on the plant must attached their own Personal Lock and Danger Tag?							
I have conducted a "Try Test" by 'trying' to reactivate the plant without exposing the tester or others to risk. Failure to reactivate the plant means that the isolation procedure is effective and that all stored energies have dissipated. This may require further measures to safely release these energies, for example hydraulic or pneumatic pressure, suspended weight or compressed springs?							
Any item of plant the is required to be jacked and supported I must have rated jack stands in place to avoid crush injuries. No hydraulic or airbag jacks are to be used as a rated jacking stands under any circumstance. Person/s must never work in a crush zone!							
Where drills or grinders or other oscillating tools are used, ensure they are either clamped, placed in vices or good work positioning is implemented to ensure that should uncontrolled movement occur, persons cannot be harmed.							
Where I'm undertaking hot works in workshops, all flammable and combustible liquids, gases and solids have been removed or protected to eliminate a fire or explosion. A Fire extinguisher (ABE Type) is in close proximity should a fire occur i.e. approx. 6 steps away?							
Where undertaking Hot works in the field, I have completed a Hot Work Permit to ensure fires or explosions are eliminated. A suitable fire extinguisher (ABE Type) is on hand should it be needed i.e. approx. 6 steps away?							
All hazardous substances I require are stored on bunds or in the back of utilities. Only the amount needed is taken into the field?							
All fluids I drain from plant and equipment must be captured in receptacles that allow transfer to waste disposal without spilling?							
All waste lubricants, rags, and absorbent pads I use are to be placed in the nominated hydrocarbon bins and disposed of as regulated waste? All batteries are to be tested on charge or placed in the waste corrosives bund, and not left on the floor or ground.							
I have stocked spill kits available at workshops and within my vehicle in the event of a spill?							
Where practicable, I'm not conducting plant maintenance near water courses, drainage systems or causing environmental harm?							
Where required to Work at Height for maintenance, I shall either be able to work safely within the confines of the cab, handrailing or hoods of the plant. Where this is not possible, one of the following systems based on a site assessment will be required: Work platform, scissor lift, scaffold, platforms ladders, safety steps or fall restraint system. Step ladders are the last choice after all other options have been exhausted. Where step ladders are only used for light work, they must be rated industrial and <u>only used for inspections</u> . 3 points of contact must always be maintained!							
I have inspected my tools prior to use, and they are applicable to the works and are in good working condition?							
Person/s conducting Dogging duties hold the required High-Risk Work License and all chains and slings have been inspected and tested and tagged by a competent person – Soft Slings 3mthly / Chains 6mthly. Slings and chains etc shall be inspected prior to use for any damage. Exclusion zones, tag lines and mechanical aids are being used to avoid any body parts being crushed during works?							
During my work, I shall keep my workspace clean and safe as I go to reduce slips trips and falls?							
During my work, I will use mechanical aids and team lifts to assist manual handling?							
I / We confirm that the HSEQ Duties above have been assessed, controls implemented & have complied with the obligations?							
☒							
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		15/12/2022		7:02 AM		[Signature]	
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		15/12/2022		7:00 AM		[Signature]	
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		15/12/2022		7:06 AM		[Signature]	
SUPERVISION ASSIGNED		DATE		TIME		NAME	

SERVICE / REPAIR INFORMATION

1000 hour service
 Replace engine oil and filters
 Replace fuel filters
 Replace air cleaners
 Replace inner and outer cabin filters
 Replace slew oil
 Replace both final drive oils

PICK UP & DELIVERY TIMES

TIME DEPARTED	TIME RETURNED	SUPPLIER	PART

WORKSHOP OIL TO BE COSTED TO PLANT

QTY

ATF	
75W-90	
80w-90	
E900 15w-40	30
85w-140	
C4-50w	35
10w-30	
CAT ELC Coolant	
CAT Hydraulic Oil	

CRITICAL COMPONENT CHECKS BY TRADESPERSON WHERE APPRENTICE WORK HAS BEEN UNDERTAKEN

Brakes and assemblies have been checked and are as per OEM requirements?	☐
Steering assemblies have been checked and are as per OEM requirements?	☐
Tyre & Suspension assemblies have been checked and are as per OEM requirements?	☐
Structural and Powertrain assemblies have been checked and are as per OEM requirements?	☐
Electrical & or Hydraulics have been checked and are as per OEM requirements?	☐

TRADES PERSON SIGN OFF ON CRITICAL COMPONENT CHECKS

TRADES PERSON	DATE	TIME	SIGNATURE
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FUNCTIONALITY TESTING

All Personal Isolation Tags and Locks are removed, and the plant is ready for functionality testing?	
Functionality tests are to be conducted in a safe position that ensures persons, plant and the environment are protected from harm should a failure occur? Persons must be outside plant exclusion zones and spotters, or demarcation & signage must be in place where required to ensure person/s do not enter the functionality test zone? <i>Note: Maintainers are permitted to tram and undertake mechanical functionality tests without holding the competency for the plant? Maintenance personnel are to arrange with Approved and competent operators or High-Risk Work Licence holders as required to undertake functionality testing, which requires field stress testing they cannot perform.</i>	☒
Functionality test confirmed that the plant, equipment, or vehicle was operating as per the OEM requirements?	☒

HSEQ DUTIES ON COMPLETION OF WORKS

I have ensured all works are completed and the plant, vehicle or equipment is ready and safe for operational use?	
I have cleaned up the workspace on completion of the works. All tools, parts & hazardous substances have been placed in their designated locations or waste bins. Empty hydrocarbon containers have been degreased and disposed of or stored in the correct facility?	☒

WORKS COMPLETED

WORKS COMPLETE	DATE	TIME	SIGNATURE
	15/12/2022	10:00 AM	



Excavator Service Checklist

EQUIPMENT MAKE / MODEL Cat 330

FLEET No. _____

HOUR METER 4076

DATE 15/12/2022

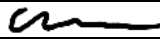
MECHANICS NAMES

SERVICE TYPE (HOURS)

INITIAL EACH BOX IN APPROPRIATE COLUMN

	250	500	1000
*** Before commencing any work be sure to:			
* Isolate and tag machine. * Relieve residual hydraulic pressures			
SECTION 1 - RUNNING CHECKS -While still in cab have second person on			
the ground to complete.			
* Test all lights, wipers, horn, radios, A/C, gauges, VIMS monitoring system			X
Including travel alarm			X
* Test operation of all functions i.e.: boom, stick, bucket and slew			X
* Lign up final drive oil level plugs			X
* Inspect all pins and bushes for play			X
* SOS all compartments due to be sampled while oils are still hot			X
* Test operation of hydraulic lockout lever and E- Stop			
SECTION 2 - ENGINE			
* Take engine oil SOS then replace oil			X
* Replace engine oil filters - cut open and inspect old filter			X
* Remove and clean out primary fuel screen - use new seal if provided			X
* Replace secondary fuel filter - then prime and bleed system			X
* Drain water from fuel/ water separator and from tank if tap is fitted			
* Clean or replace fuel tank cap breather if fitted			
* Empty primary dust bowl if fitted			
* Clean outer air filter - replace when necessary.			X
* Replace inner air filter when necessary. <i>DO NOT CLEAN INNER FILTERS</i>			X
* Check tension of all air intake system hose clamps			X
* Reset air filter restriction indicator if fitted			
* Clean cab air filters - replace when necessary			X
* Ensure exhaust stack clamps are tight			X
* Inspect fan blades for loose or missing bolts			X
* Check fan hub bearings for play and make sure it's taking grease			X
* Check idler/ tensioner pulley for excessive play in bearings			X
* Check condition and tension of all belts including alternator and A/C belt			X
* Inspect coolant for any traces of oil and correct level			X
* Inspect radiator for any leaks, cracks or clogged fins			X
* Inspect all water pipes and hoses for leaks and check hose clamp tensions			X
* Change water filter if supplied in kit			X
* Inspect engine wiring harness for signs of rub through and damage			X
* Check over engine for missing bolts and leaks ie:oil,water fuel,exhaust			X
* Visually inspect front and rear engine mounts			X
* Inspect batteries water levels and cable conditions			X
SECTION 3 - POWER TRAIN: UNDERCARRIAGE			
* Check swing drive oil level			X
* Visually inspect tracks for missing bolts and correct tensions			X
* Inspect travel motors for any leaks			X
* Check carrier rollers, track rollers and idler wheels for possible leakage			X

PLANT MAINTENANCE WORK ORDER & HSEQ DUTIES

MEX WORK ORDER #		8559		DATE		01/04/2023	
NAME OF PERSON/S UNDERTAKING WORK							
PLANT, VEHICLE OR EQUIPMENT TYPE		30TNG				HOURS/KMS	
						4492	
REGO & PLANT ASSET NUMBER		REGO		ASSET NUMBER		EX013	
TYPE OF WORK		SERVICE		BREAKDOWN		REPAIR	
		☒		☐		☐	
SERVICE CHECKLIST IS ATTACHED?		250HR		500HR		1000HR	
		☐		☒		☐	
				2000HR		OTHER	
						☐	
OTHER							
HSEQ DUTIES PRIOR TO COMMENCING AND DURING WORKS (Tick the box confirming you have applied)							
Trainees & Apprentices are under the strict supervision of a tradesman or competent person?							
I have completed mechanical works on this plant and equipment previously and am competent in its disassembly and assembly to ensure it functions safely without causing injury, damage or the plant being damaged when operated? Where I am unfamiliar with the specific plant, I will consult OEM Manuals and or competent persons to assist!							
Where vehicle hoists or plant and equipment are to be used assist disassembly and assembly, I have conducted the daily inspection as per manufactures requirements and persons hold the required competency to operate? All attachments are to be secured to ensure they cannot come off. I will ensure exclusion zones are enforced to ensure no one can be crushed during my work?							
I have all the PPE required to undertake the task safely i.e. mandatory C+ PPE, Hot Works, Grinding, Welding, Flame Cutting?							
During grinding, I'm wearing double eye protection is: AS Safety Glasses & Face Shield?							
When working under plant and equipment, suitable goggles to avoid foreign bodies entering eyes must be considered?							
The item of plant is parked on a level surface and wheel chocks applied where practicable. Where breakdown mtc – site is made safe?							
Any attachments, booms or blades are grounded safely?							
Where persons can be crushed by articulation or masts, the locking bars are activated?							
Where working on wheeled plant I have chocks placed at the front and rear of suitable tyre/s to eliminate movement?							
I will apply my Personal Lock and Danger Tag to the isolator. If more than one person is working on the plant at the same time, I will ensure that each worker is able to attach a padlock by using a scissor lock. Each person required to work on the plant must attached their own Personal Lock and Danger Tag?							
I have conducted a "Try Test" by 'trying' to reactivate the plant without exposing the tester or others to risk. Failure to reactivate the plant means that the isolation procedure is effective and that all stored energies have dissipated. This may require further measures to safely release these energies, for example hydraulic or pneumatic pressure, suspended weight or compressed springs?							
Any item of plant the is required to be jacked and supported I must have rated jack stands in place to avoid crush injuries. No hydraulic or airbag jacks are to be used as a rated jacking stands under any circumstance. Person/s must never work in a crush zone!							
Where drills or grinders or other oscillating tools are used, ensure they are either clamped, placed in vices or good work positioning is implemented to ensure that should uncontrolled movement occur, persons cannot be harmed.							
Where I'm undertaking hot works in workshops, all flammable and combustible liquids, gases and solids have been removed or protected to eliminate a fire or explosion. A Fire extinguisher (ABE Type) is in close proximity should a fire occur i.e. approx. 6 steps away?							
Where undertaking Hot works in the field, I have completed a Hot Work Permit to ensure fires or explosions are eliminated. A suitable fire extinguisher (ABE Type) is on hand should it be needed i.e. approx. 6 steps away?							
All hazardous substances I require are stored on bunds or in the back of utilities. Only the amount needed is taken into the field?							
All fluids I drain from plant and equipment must be captured in receptacles that allow transfer to waste disposal without spilling?							
All waste lubricants, rags, and absorbent pads I use are to be placed in the nominated hydrocarbon bins and disposed of as regulated waste? All batteries are to be tested on charge or placed in the waste corrosives bund, and not left on the floor or ground.							
I have stocked spill kits available at workshops and within my vehicle in the event of a spill?							
Where practicable, I'm not conducting plant maintenance near water courses, drainage systems or causing environmental harm?							
Where required to Work at Height for maintenance, I shall either be able to work safely within the confines of the cab, handrailing or hoods of the plant. Where this is not possible, one of the following systems based on a site assessment will be required: Work platform, scissor lift, scaffold, platforms ladders, safety steps or fall restraint system. Step ladders are the last choice after all other options have been exhausted. Where step ladders are only used for light work, they must be rated industrial and <u>only used for inspections</u> . 3 points of contact must always be maintained!							
I have inspected my tools prior to use, and they are applicable to the works and are in good working condition?							
Person/s conducting Dogging duties hold the required High-Risk Work License and all chains and slings have been inspected and tested and tagged by a competent person – Soft Slings 3mthly / Chains 6mthly. Slings and chains etc shall be inspected prior to use for any damage. Exclusion zones, tag lines and mechanical aids are being used to avoid any body parts being crushed during works?							
During my work, I shall keep my workspace clean and safe as I go to reduce slips trips and falls?							
During my work, I will use mechanical aids and team lifts to assist manual handling?							
I / We confirm that the HSEQ Duties above have been assessed, controls implemented & have complied with the obligations?							
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		01/04/2023		11:03 AM			
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		01/04/2023		11:03 AM			
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
SUPERVISION ASSIGNED		DATE		TIME		NAME	

SERVICE / REPAIR INFORMATION

Service as per service sheet
Spin mud bucket cutting edge

PICK UP & DELIVERY TIMES

TIME DEPARTED	TIME RETURNED	SUPPLIER	PART

WORKSHOP OIL TO BE COSTED TO PLANT

QTY

ATF	
75W-90	
80w-90	
E900 15w-40	
85w-140	
C4-50w	
10w-30	
CAT ELC Coolant	
CAT Hydraulic Oil	

CRITICAL COMPONENT CHECKS BY TRADESPERSON WHERE APPRENTICE WORK HAS BEEN UNDERTAKEN

Brakes and assemblies have been checked and are as per OEM requirements?	☒
Steering assemblies have been checked and are as per OEM requirements?	☒
Tyre & Suspension assemblies have been checked and are as per OEM requirements?	☒
Structural and Powertrain assemblies have been checked and are as per OEM requirements?	☒
Electrical & or Hydraulics have been checked and are as per OEM requirements?	☒

TRADES PERSON SIGN OFF ON CRITICAL COMPONENT CHECKS

TRADES PERSON	Brendan Quinn	DATE	01/04/2023	TIME	1:07 PM	SIGNATURE	
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FUNCTIONALITY TESTING

All Personal Isolation Tags and Locks are removed, and the plant is ready for functionality testing?	☒
Functionality tests are to be conducted in a safe position that ensures persons, plant and the environment are protected from harm should a failure occur? Persons must be outside plant exclusion zones and spotters, or demarcation & signage must be in place where required to ensure person/s do not enter the functionality test zone? <i>Note: Maintainers are permitted to tram and undertake mechanical functionality tests without holding the competency for the plant? Maintenance personnel are to arrange with Approved and competent operators or High-Risk Work Licence holders as required to undertake functionality testing, which requires field stress testing they cannot perform.</i>	☒
Functionality test confirmed that the plant, equipment, or vehicle was operating as per the OEM requirements?	☒

HSEQ DUTIES ON COMPLETION OF WORKS

I have ensured all works are completed and the plant, vehicle or equipment is ready and safe for operational use?	☒
I have cleaned up the workspace on completion of the works. All tools, parts & hazardous substances have been placed in their designated locations or waste bins. Empty hydrocarbon containers have been degreased and disposed of or stored in the correct facility?	☒

WORKS COMPLETED

WORKS COMPLETE	DATE	01/04/2023	TIME	1:08 PM	SIGNATURE	
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Excavator Service Checklist

EQUIPMENT MAKE / MODEL 30TNG

FLEET No. _____

HOUR METER 4492

DATE 01/04/2023

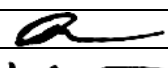
MECHANICS NAMES _____

SERVICE TYPE (HOURS)

INITIAL EACH BOX IN APPROPRIATE COLUMN

	250	500	1000
*** Before commencing any work be sure to:			
* Isolate and tag machine. * Relieve residual hydraulic pressures			
SECTION 1 - RUNNING CHECKS -While still in cab have second person on			
the ground to complete.		X	
* Test all lights, wipers, horn, radios, A/C, gauges, VIMS monitoring system			
Including travel alarm		X	
* Test operation of all functions i.e.: boom, stick, bucket and slew		X	
* Lign up final drive oil level plugs		X	
* Inspect all pins and bushes for play		X	
* SOS all compartments due to be sampled while oils are still hot		X	
* Test operation of hydraulic lockout lever and E- Stop		X	
SECTION 2 - ENGINE			
* Take engine oil SOS then replace oil		X	
* Replace engine oil filters - cut open and inspect old filter		X	
* Remove and clean out primary fuel screen - use new seal if provided		X	
* Replace secondary fuel filter - then prime and bleed system		X	
* Drain water from fuel/ water seperator and from tank if tap is fitted		X	
* Clean or replace fuel tank cap breather if fitted		X	
* Empty primary dust bowl if fitted		X	
* Clean outer air filter - replace when necessary.		X	
* Replace inner air filter when necessary. <i>DO NOT CLEAN INNER FILTERS</i>			
* Check tension of all air intake system hose clamps		X	
* Reset air filter restriction indicator if fitted			
* Clean cab air filters - replace when necessary		X	
* Ensure exhaust stack clamps are tight		X	
* Inspect fan blades for loose or missing bolts		X	
* Check fan hub bearings for play and make sure it's taking grease			
* Check idler/ tensioner pulley for excessive play in bearings		X	
* Check condition and tension of all belts including alternator and A/C belt		X	
* Inspect coolant for any traces of oil and correct level		X	
* Inspect radiator for any leaks, cracks or clogged fins		X	
* Inspect all water pipes and hoses for leaks and check hose clamp tensions		X	
* Change water filter if supplied in kit			
* Inspect engine wiring harness for signs of rub through and damage		X	
* Check over engine for missing bolts and leaks ie:oil,water fuel,exhaust		X	
* Visually inspect front and rear engine mounts		X	
* Inspect batteries water levels and cable conditions		X	
SECTION 3 - POWER TRAIN: UNDERCARRIAGE			
* Check swing drive oil level		X	
* Visually inspect tracks for missing bolts and correct tensions		X	
* Inspect travel motors for any leaks		X	
* Check carrier rollers, track rollers and idler wheels for possible leakage		X	

PLANT MAINTENANCE WORK ORDER & HSEQ DUTIES

MEX WORK ORDER #		8932		DATE		14/07/2023	
NAME OF PERSON/S UNDERTAKING WORK							
PLANT, VEHICLE OR EQUIPMENT TYPE		330NG				HOURS/KMS	
						5029	
REGO & PLANT ASSET NUMBER		REGO		ASSET NUMBER		EX013	
TYPE OF WORK		SERVICE		BREAKDOWN		REPAIR	
		☒		☐		☐	
SERVICE CHECKLIST IS ATTACHED?		250HR		500HR		1000HR	
		☐		☐		☒	
		2000HR		OTHER		☐	
OTHER							
HSEQ DUTIES PRIOR TO COMMENCING AND DURING WORKS (Tick the box confirming you have applied)							
Trainees & Apprentices are under the strict supervision of a tradesman or competent person?							
I have completed mechanical works on this plant and equipment previously and am competent in its disassembly and assembly to ensure it functions safely without causing injury, damage or the plant being damaged when operated? Where I am unfamiliar with the specific plant, I will consult OEM Manuals and or competent persons to assist!							
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I have all the PPE required to undertake the task safely i.e. mandatory C+ PPE, Hot Works, Grinding, Welding, Flame Cutting?							
During grinding, I'm wearing double eye protection is: AS Safety Glasses & Face Shield?							
When working under plant and equipment, suitable goggles to avoid foreign bodies entering eyes must be considered?							
The item of plant is parked on a level surface and wheel chocks applied where practicable. Where breakdown mtc – site is made safe?							
Any attachments, booms or blades are grounded safely?							
Where persons can be crushed by articulation or masts, the locking bars are activated?							
Where working on wheeled plant I have chocks placed at the front and rear of suitable tyre/s to eliminate movement?							
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I have conducted a "Try Test" by 'trying' to reactivate the plant without exposing the tester or others to risk. Failure to reactivate the plant means that the isolation procedure is effective and that all stored energies have dissipated. This may require further measures to safely release these energies, for example hydraulic or pneumatic pressure, suspended weight or compressed springs?							
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Where I'm undertaking hot works in workshops, all flammable and combustible liquids, gases and solids have been removed or protected to eliminate a fire or explosion. A Fire extinguisher (ABE Type) is in close proximity should a fire occur i.e. approx. 6 steps away?							
Where undertaking Hot works in the field, I have completed a Hot Work Permit to ensure fires or explosions are eliminated. A suitable fire extinguisher (ABE Type) is on hand should it be needed i.e. approx. 6 steps away?							
All hazardous substances I require are stored on bunds or in the back of utilities. Only the amount needed is taken into the field?							
All fluids I drain from plant and equipment must be captured in receptacles that allow transfer to waste disposal without spilling?							
All waste lubricants, rags, and absorbent pads I use are to be placed in the nominated hydrocarbon bins and disposed of as regulated waste? All batteries are to be tested on charge or placed in the waste corrosives bund, and not left on the floor or ground.							
I have stocked spill kits available at workshops and within my vehicle in the event of a spill?							
Where practicable, I'm not conducting plant maintenance near water courses, drainage systems or causing environmental harm?							
Where required to Work at Height for maintenance, I shall either be able to work safely within the confines of the cab, handrailing or hoods of the plant. Where this is not possible, one of the following systems based on a site assessment will be required: Work platform, scissor lift, scaffold, platforms ladders, safety steps or fall restraint system. Step ladders are the last choice after all other options have been exhausted. Where step ladders are only used for light work, they must be rated industrial and <u>only used for inspections</u> . 3 points of contact must always be maintained!							
I have inspected my tools prior to use, and they are applicable to the works and are in good working condition?							
Person/s conducting Dogging duties hold the required High-Risk Work License and all chains and slings have been inspected and tested and tagged by a competent person – Soft Slings 3mthly / Chains 6mthly. Slings and chains etc shall be inspected prior to use for any damage. Exclusion zones, tag lines and mechanical aids are being used to avoid any body parts being crushed during works?							
During my work, I shall keep my workspace clean and safe as I go to reduce slips trips and falls?							
During my work, I will use mechanical aids and team lifts to assist manual handling?							
I / We confirm that the HSEQ Duties above have been assessed, controls implemented & have complied with the obligations?							
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
TRADE PERSON HSEQ SIGN ON		14/07/2023		11:01 AM			
TRADE PERSON HSEQ SIGN ON		14/07/2023		11:01 AM			
SUPERVISION ASSIGNED		DATE		TIME		NAME	

SERVICE / REPAIR INFORMATION

1000hr service as per service sheet

PICK UP & DELIVERY TIMES

TIME DEPARTED	TIME RETURNED	SUPPLIER	PART

WORKSHOP OIL TO BE COSTED TO PLANT

QTY

ATF	
75W-90	
80w-90	
E900 15w-40	
85w-140	
C4-50w	
10w-30	
CAT ELC Coolant	
CAT Hydraulic Oil	

CRITICAL COMPONENT CHECKS BY TRADESPERSON WHERE APPRENTICE WORK HAS BEEN UNDERTAKEN

Brakes and assemblies have been checked and are as per OEM requirements?	☐
Steering assemblies have been checked and are as per OEM requirements?	☐
Tyre & Suspension assemblies have been checked and are as per OEM requirements?	☐
Structural and Powertrain assemblies have been checked and are as per OEM requirements?	☐
Electrical & or Hydraulics have been checked and are as per OEM requirements?	☐

TRADES PERSON SIGN OFF ON CRITICAL COMPONENT CHECKS

TRADES PERSON	DATE	TIME	SIGNATURE
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FUNCTIONALITY TESTING

All Personal Isolation Tags and Locks are removed, and the plant is ready for functionality testing?	
Functionality tests are to be conducted in a safe position that ensures persons, plant and the environment are protected from harm should a failure occur? Persons must be outside plant exclusion zones and spotters, or demarcation & signage must be in place where required to ensure person/s do not enter the functionality test zone? <i>Note: Maintainers are permitted to tram and undertake mechanical functionality tests without holding the competency for the plant? Maintenance personnel are to arrange with Approved and competent operators or High-Risk Work Licence holders as required to undertake functionality testing, which requires field stress testing they cannot perform.</i>	☒
Functionality test confirmed that the plant, equipment, or vehicle was operating as per the OEM requirements?	☒

HSEQ DUTIES ON COMPLETION OF WORKS

I have ensured all works are completed and the plant, vehicle or equipment is ready and safe for operational use?	
I have cleaned up the workspace on completion of the works. All tools, parts & hazardous substances have been placed in their designated locations or waste bins. Empty hydrocarbon containers have been degreased and disposed of or stored in the correct facility?	☒

WORKS COMPLETED

WORKS COMPLETE	DATE	TIME	SIGNATURE
	17/07/2023	6:55 AM	



Excavator Service Checklist

EQUIPMENT MAKE / MODEL 330NG

FLEET No. _____

HOUR METER 5029

DATE 14/07/2023

MECHANICS NAMES _____

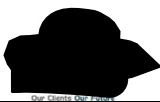
SERVICE TYPE (HOURS)

INITIAL EACH BOX IN APPROPRIATE COLUMN

	250	500	1000
*** Before commencing any work be sure to:			
* Isolate and tag machine. * Relieve residual hydraulic pressures			
SECTION 1 - RUNNING CHECKS -While still in cab have second person on			
the ground to complete.			X
* Test all lights, wipers, horn, radios, A/C, gauges, VIMS monitoring system			
Including travel alarm			X
* Test operation of all functions i.e.: boom, stick, bucket and slew			X
* Lign up final drive oil level plugs			X
* Inspect all pins and bushes for play			X
* SOS all compartments due to be sampled while oils are still hot			X
* Test operation of hydraulic lockout lever and E- Stop			X
SECTION 2 - ENGINE			
* Take engine oil SOS then replace oil			X
* Replace engine oil filters - cut open and inspect old filter			X
* Remove and clean out primary fuel screen - use new seal if provided			X
* Replace secondary fuel filter - then prime and bleed system			X
* Drain water from fuel/ water separator and from tank if tap is fitted			X
* Clean or replace fuel tank cap breather if fitted			X
* Empty primary dust bowl if fitted			X
* Clean outer air filter - replace when necessary.			X
* Replace inner air filter when necessary. <i>DO NOT CLEAN INNER FILTERS</i>			
* Check tension of all air intake system hose clamps			X
* Reset air filter restriction indicator if fitted			
* Clean cab air filters - replace when necessary			X
* Ensure exhaust stack clamps are tight			X
* Inspect fan blades for loose or missing bolts			X
* Check fan hub bearings for play and make sure it's taking grease			X
* Check idler/ tensioner pulley for excessive play in bearings			X
* Check condition and tension of all belts including alternator and A/C belt			X
* Inspect coolant for any traces of oil and correct level			X
* Inspect radiator for any leaks, cracks or clogged fins			X
* Inspect all water pipes and hoses for leaks and check hose clamp tensions			X
* Change water filter if supplied in kit			X
* Inspect engine wiring harness for signs of rub through and damage			X
* Check over engine for missing bolts and leaks ie:oil,water fuel,exhaust			X
* Visually inspect front and rear engine mounts			X
* Inspect batteries water levels and cable conditions			X
SECTION 3 - POWER TRAIN: UNDERCARRIAGE			
* Check swing drive oil level			X
* Visually inspect tracks for missing bolts and correct tensions			X
* Inspect travel motors for any leaks			X
* Check carrier rollers, track rollers and idler wheels for possible leakage			X

PLANT MAINTENANCE WORK ORDER & HSEQ DUTIES

MEX WORK ORDER #		9323		DATE		11/10/2023	
NAME OF PERSON/S UNDERTAKING WORK							
PLANT, VEHICLE OR EQUIPMENT TYPE		Excavator 330 NG				HOURS/KMS	
						5481 hrs	
REGO & PLANT ASSET NUMBER		REGO		76449C		ASSET NUMBER	
						EX013	
TYPE OF WORK		SERVICE		☒		BREAKDOWN	
						☐	
				REPAIR		☐	
						OTHER	
						☐	
SERVICE CHECKLIST IS ATTACHED?		250HR		☐		500HR	
						☒	
		1000HR		☐		2000HR	
						☐	
				OTHER		☐	
HSEQ DUTIES PRIOR TO COMMENCING AND DURING WORKS (Tick the box confirming you have applied)							
Trainees & Apprentices are under the strict supervision of a tradesman or competent person?							
I have completed mechanical works on this plant and equipment previously and am competent in its disassembly and assembly to ensure it functions safely without causing injury, damage or the plant being damaged when operated? Where I am unfamiliar with the specific plant, I will consult OEM Manuals and or competent persons to assist!							
Where vehicle hoists or plant and equipment are to be used assist disassembly and assembly, I have conducted the daily inspection as per manufactures requirements and persons hold the required competency to operate? All attachments are to be secured to ensure they cannot come off. I will ensure exclusion zones are enforced to ensure no one can be crushed during my work?							
I have all the PPE required to undertake the task safely i.e. mandatory C+ PPE, Hot Works, Grinding, Welding, Flame Cutting?							
During grinding, I'm wearing double eye protection is: AS Safety Glasses & Face Shield?							
When working under plant and equipment, suitable goggles to avoid foreign bodies entering eyes must be considered?							
The item of plant is parked on a level surface and wheel chocks applied where practicable. Where breakdown mtc – site is made safe?							
Any attachments, booms or blades are grounded safely?							
Where persons can be crushed by articulation or masts, the locking bars are activated?							
Where working on wheeled plant I have chocks placed at the front and rear of suitable tyre/s to eliminate movement?							
I will apply my Personal Lock and Danger Tag to the isolator. If more than one person is working on the plant at the same time, I will ensure that each worker is able to attach a padlock by using a scissor lock. Each person required to work on the plant must attached their own Personal Lock and Danger Tag?							
I have conducted a "Try Test" by 'trying' to reactivate the plant without exposing the tester or others to risk. Failure to reactivate the plant means that the isolation procedure is effective and that all stored energies have dissipated. This may require further measures to safely release these energies, for example hydraulic or pneumatic pressure, suspended weight or compressed springs?							
Any item of plant the is required to be jacked and supported I must have rated jack stands in place to avoid crush injuries. No hydraulic or airbag jacks are to be used as a rated jacking stands under any circumstance. Person/s must never work in a crush zone!							
Where drills or grinders or other oscillating tools are used, ensure they are either clamped, placed in vices or good work positioning is implemented to ensure that should uncontrolled movement occur, persons cannot be harmed.							
Where I'm undertaking hot works in workshops, all flammable and combustible liquids, gases and solids have been removed or protected to eliminate a fire or explosion. A Fire extinguisher (ABE Type) is in close proximity should a fire occur i.e. approx. 6 steps away?							
Where undertaking Hot works in the field, I have completed a Hot Work Permit to ensure fires or explosions are eliminated. A suitable fire extinguisher (ABE Type) is on hand should it be needed i.e. approx. 6 steps away?							
All hazardous substances I require are stored on bunds or in the back of utilities. Only the amount needed is taken into the field?							
All fluids I drain from plant and equipment must be captured in receptacles that allow transfer to waste disposal without spilling?							
All waste lubricants, rags, and absorbent pads I use are to be placed in the nominated hydrocarbon bins and disposed of as regulated waste? All batteries are to be tested on charge or placed in the waste corrosives bund, and not left on the floor or ground.							
I have stocked spill kits available at workshops and within my vehicle in the event of a spill?							
Where practicable, I'm not conducting plant maintenance near water courses, drainage systems or causing environmental harm?							
Where required to Work at Height for maintenance, I shall either be able to work safely within the confines of the cab, handrailing or hoods of the plant. Where this is not possible, one of the following systems based on a site assessment will be required: Work platform, scissor lift, scaffold, platforms ladders, safety steps or fall restraint system. Step ladders are the last choice after all other options have been exhausted. Where step ladders are only used for light work, they must be rated industrial and <u>only used for inspections</u> . 3 points of contact must always be maintained!							
I have inspected my tools prior to use, and they are applicable to the works and are in good working condition?							
Person/s conducting Dogging duties hold the required High-Risk Work License and all chains and slings have been inspected and tested and tagged by a competent person – Soft Slings 3mthly / Chains 6mthly. Slings and chains etc shall be inspected prior to use for any damage. Exclusion zones, tag lines and mechanical aids are being used to avoid any body parts being crushed during works?							
During my work, I shall keep my workspace clean and safe as I go to reduce slips trips and falls?							
During my work, I will use mechanical aids and team lifts to assist manual handling?							
I / We confirm that the HSEQ Duties above have been assessed, controls implemented & have complied with the obligations?							
☒							
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		11/10/2023		1:26 pm			
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		11/10/2023		1:26 pm			
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		11/10/2023		1:26 pm			
SUPERVISION ASSIGNED		DATE		TIME		NAME	



SERVICE / REPAIR INFORMATION

500 Hour Service as per service sheet and CAT sis

PICK UP & DELIVERY TIMES

TIME DEPARTED	TIME RETURNED	SUPPLIER	PART

WORKSHOP OIL TO BE COSTED TO PLANT

QTY

ATF	
75W-90	
80w-90	
E900 15w-40	
85w-140	
C4-50w	
10w-30	
CAT ELC Coolant	
CAT Hydraulic Oil	

CRITICAL COMPONENT CHECKS BY TRADESPERSON WHERE APPRENTICE WORK HAS BEEN UNDERTAKEN

Brakes and assemblies have been checked and are as per OEM requirements?	☒
Steering assemblies have been checked and are as per OEM requirements?	☒
Tyre & Suspension assemblies have been checked and are as per OEM requirements?	☒
Structural and Powertrain assemblies have been checked and are as per OEM requirements?	☒
Electrical & or Hydraulics have been checked and are as per OEM requirements?	☒

TRADES PERSON SIGN OFF ON CRITICAL COMPONENT CHECKS

TRADES PERSON	Brendan Quinn	DATE	11/10/2023	TIME	4:07 pm	SIGNATURE	
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FUNCTIONALITY TESTING

All Personal Isolation Tags and Locks are removed, and the plant is ready for functionality testing?	☒
Functionality tests are to be conducted in a safe position that ensures persons, plant and the environment are protected from harm should a failure occur? Persons must be outside plant exclusion zones and spotters, or demarcation & signage must be in place where required to ensure person/s do not enter the functionality test zone? <i>Note: Maintainers are permitted to tram and undertake mechanical functionality tests without holding the competency for the plant? Maintenance personnel are to arrange with Approved and competent operators or High-Risk Work Licence holders as required to undertake functionality testing, which requires field stress testing they cannot perform.</i>	☒
Functionality test confirmed that the plant, equipment, or vehicle was operating as per the OEM requirements?	☒

HSEQ DUTIES ON COMPLETION OF WORKS

I have ensured all works are completed and the plant, vehicle or equipment is ready and safe for operational use?	☒
I have cleaned up the workspace on completion of the works. All tools, parts & hazardous substances have been placed in their designated locations or waste bins. Empty hydrocarbon containers have been degreased and disposed of or stored in the correct facility?	☒

WORKS COMPLETED

WORKS COMPLETE	DATE	11/10/2023	TIME	4:05 pm	SIGNATURE	
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Excavator Service Checklist

EQUIPMENT MAKE / MODEL 330 NG

FLEET No. _____

HOUR METER 5481

DATE 11/10/2023

MECHANICS NAMES _____

SERVICE TYPE (HOURS)

INITIAL EACH BOX IN APPROPRIATE COLUMN

	250	500	1000
*** Before commencing any work be sure to:			
* Isolate and tag machine. * Relieve residual hydraulic pressures			
SECTION 1 - RUNNING CHECKS -While still in cab have second person on the ground to complete.			
* Test all lights, wipers, horn, radios, A/C, gauges, VIMS monitoring system Including travel alarm		X	
* Test operation of all functions i.e.: boom, stick, bucket and slew		X	
* Lign up final drive oil level plugs		X	
* Inspect all pins and bushes for play		X	
* SOS all compartments due to be sampled while oils are still hot			
* Test operation of hydraulic lockout lever and E- Stop		X	
SECTION 2 - ENGINE			
* Take engine oil SOS then replace oil		X	
* Replace engine oil filters - cut open and inspect old filter		X	
* Remove and clean out primary fuel screen - use new seal if provided		X	
* Replace secondary fuel filter - then prime and bleed system		X	
* Drain water from fuel/ water seperator and from tank if tap is fitted		X	
* Clean or replace fuel tank cap breather if fitted		X	
* Empty primary dust bowl if fitted		X	
* Clean outer air filter - replace when necessary.		X	
* Replace inner air filter when necessary. <i>DO NOT CLEAN INNER FILTERS</i>			
* Check tension of all air intake system hose clamps		X	
* Reset air filter restriction indicator if fitted		X	
* Clean cab air filters - replace when necessary		X	
* Ensure exhaust stack clamps are tight		X	
* Inspect fan blades for loose or missing bolts		X	
* Check fan hub bearings for play and make sure it's taking grease		X	
* Check idler/ tensioner pulley for excessive play in bearings		X	
* Check condition and tension of all belts including alternator and A/C belt		X	
* Inspect coolant for any traces of oil and correct level		X	
* Inspect radiator for any leaks, cracks or clogged fins		X	
* Inspect all water pipes and hoses for leaks and check hose clamp tensions		X	
* Change water filter if supplied in kit			
* Inspect engine wiring harness for signs of rub through and damage		X	
* Check over engine for missing bolts and leaks ie:oil,water fuel,exhaust		X	
* Visually inspect front and rear engine mounts		X	
* Inspect batteries water levels and cable conditions		X	
SECTION 3 - POWER TRAIN: UNDERCARRIAGE			
* Check swing drive oil level		X	
* Visually inspect tracks for missing bolts and correct tensions		X	
* Inspect travel motors for any leaks		X	
* Check carrier rollers, track rollers and idler wheels for possible leakage		X	

* Check final drive oil levels and for any leaks		X	
* Check pump transmission oil level on dipstick (HITACHI)			
* Check swing reduction gear oil level on dipstick (HITACHI)			
* SOS swing drive oil			
* Replace swing drive oil (SAE50W)			
* Replace pump transmission oil (HITACHI)			

[illegible]