



Asset Report

ASSET NAME
EX018 - Excavator 340 3D Caterpillar - Reg: 1088C2

ASSET TYPE
Mobile Plant

MAKE
Caterpillar

REGISTRATION NUMBER
1088C2

READINGS (HRS)
3,819.00

ASSET OWNERSHIP

EQUIPMENT TYPE
Excavator

MODEL
340 3D

SERIAL NO.
CAT00340TFKN00519

READINGS (KMS)
0.00



**NO IMAGE
AVAILABLE**

Recent Prestart Inspections (Last 6 Only)

Prestart ID	Date of Inspection	Done By	Readings
2290	31-08-2026		0.00 Kms, 3,819.00 Hrs
2249	26-08-2026		0.00 Kms, 3,817.00 Hrs
2229	24-08-2026		0.00 Kms, 3,814.00 Hrs
2143	14-08-2026		0.00 Kms, 3,807.50 Hrs
2103	12-08-2026		0.00 Kms, 3,805.10 Hrs
2024	04-08-2026		0.00 Kms, 3,794.10 Hrs

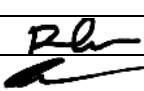
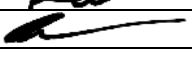
Servicing (Full History)

Maintenance Date	Work Order Description	Status	WO #
	500hr Service	Tentative	0277

Faults & Defects (Full History)

Fault ID	WO #	Raised Date	Asset	Fault Description	Status
0342	1045	23-07-2026	EX018 - Excavator 340 3D Caterpillar - Reg: 1088C2	Missing Fire Extinguisher	Closed
0193	0749	22-05-2026	EX018 - Excavator 340 3D Caterpillar - Reg: 1088C2	Inspection prior to use	Closed
0076	0495	01-04-2026	EX018 - Excavator 340 3D Caterpillar - Reg: 1088C2	Rubber part of button completely broken off	Closed

PLANT MAINTENANCE WORK ORDER & HSEQ DUTIES

MEX WORK ORDER #		247		DATE		10/02/2024	
NAME OF PERSON/S UNDERTAKING WORK							
PLANT, VEHICLE OR EQUIPMENT TYPE		340NG				HOURS/KMS	
						1519	
REGO & PLANT ASSET NUMBER		REGO		ASSET NUMBER		EX018	
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	
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		10/02/2024		9:39 am			
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		10/02/2024		9:39 am			
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
SUPERVISION ASSIGNED		DATE		TIME		NAME	

SERVICE / REPAIR INFORMATION

500 hr service

Bucket was not with digger so was unable to check GET

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	12/02/2024	TIME	1:05 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	12/02/2024	TIME	1:05 pm	SIGNATURE	
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Excavator Service Checklist

EQUIPMENT MAKE / MODEL 340NG

FLEET No. _____

HOUR METER 1519

DATE 10/02/2024

MECHANICS NAMES [REDACTED]

SERVICE TYPE (HOURS)

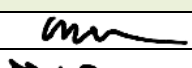
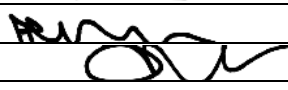
INITIAL EACH BOX IN APPROPRIATE COLUMN

	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		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			
* 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 #		757		DATE		31/05/2024	
NAME OF PERSON/S UNDERTAKING WORK							
PLANT, VEHICLE OR EQUIPMENT TYPE		40 Tone excavator				HOURS/KMS	
						2035	
REGO & PLANT ASSET NUMBER		REGO		1088C2		ASSET NUMBER	
						EX018	
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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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?							
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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?							
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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	
		31/05/2024		7:11 am			
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		31/05/2024		7:11 am			
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		31/05/2024		7:11 am			
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
SUPERVISION ASSIGNED		DATE		TIME		NAME	

SERVICE / REPAIR INFORMATION

2000HR As Per Service sheet
 Greased machine
 Filled coolant
 Changed cabin filters
 Changed air filters

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	32
85w-140	
C4-50w	26.5
10w-30	
CAT ELC Coolant	1
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
	31/05/2024	12:18 pm	



Excavator Service Checklist

EQUIPMENT MAKE / MODEL 340 3D Excavator

FLEET No. _____

HOUR METER 2034

DATE 31/05/2024

MECHANICS NAMES [REDACTED]

SERVICE TYPE (HOURS)

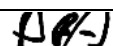
INITIAL EACH BOX IN APPROPRIATE COLUM

	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			X
Including travel alarm			
* 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 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.			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

* 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 #		1270		DATE		11/09/2024	
NAME OF PERSON/S UNDERTAKING WORK							
PLANT, VEHICLE OR EQUIPMENT TYPE		340 NG				HOURS/KMS	
						2499.6	
REGO & PLANT ASSET NUMBER		REGO		1088C2		ASSET NUMBER	
						EX018	
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?							
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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?							
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	
		11/09/2024		6:46 am			
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		11/09/2024		6:46 am			
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
SUPERVISION ASSIGNED		DATE		TIME		NAME	

SERVICE / REPAIR INFORMATION

500 HR service per service sheet
 Replaced cabin filters
 Replaced air filters
 Replaced engine oil and filter
 Replaced fuel filters
 Sampled Engine, Coolant, Hydraulic oil, Slew Box and both Final drives
 Have to fill out SOS Bottle sheets

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	32
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
	17/09/2024	12:09 pm	



Excavator Service Checklist

EQUIPMENT MAKE / MODEL 40 Next Gen

FLEET No. _____

HOOR METER 2499.6

DATE 17/09/2024

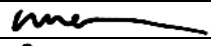
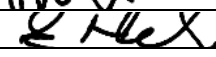
MECHANICS NAMES

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			
* 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		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 #				DATE		25/11/2024	
NAME OF PERSON/S UNDERTAKING WORK							
PLANT, VEHICLE OR EQUIPMENT TYPE		40Ton Next gen				HOURS/KMS	
						2980.2	
REGO & PLANT ASSET NUMBER		REGO		1088C2		ASSET NUMBER	
						EX018	
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	25/11/2024	TIME	7:00 am	SIGNATURE		
APPRENTICE HSEQ SIGN ON	DATE	25/11/2024	TIME	7:00 am	SIGNATURE		
TRADE PERSON HSEQ SIGN ON	DATE	26/11/2024	TIME	7:00 am	SIGNATURE		
TRADE PERSON HSEQ SIGN ON	DATE		TIME		SIGNATURE		
SUPERVISION ASSIGNED	DATE		TIME		NAME		

SERVICE / REPAIR INFORMATION

1000HR service as per service sheet
 Replaced engine oil and filter- CAT ENGINE oil- 32 litres
 Replaced inner and outer cabin filters
 Replaced inner and outer air filters
 Replaced slew box oil
 Replaced final drive oils
 Visual inspected over machine
 Washed down machine and cleaned the track runners
 Replaced fuel and hydraulic filters
 Greased machine

SOS
 - Engine oil
 - Coolant
 - Slew box
 - Both Final drives
 - Hydraulic oil

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	26.5
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	26/11/2024	TIME	11:15 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	26/11/2024	TIME	11:16 am	SIGNATURE	
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Excavator Service Checklist

EQUIPMENT MAKE / MODEL 340 Next Gen

FLEET No. _____

HOUR METER 2980

DATE 25/11/2024

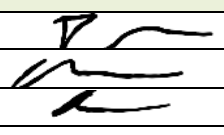
MECHANICS NAMES _____

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.			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			
* 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>			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 #				DATE		10/10/2025	
NAME OF PERSON/S UNDERTAKING WORK							
PLANT, VEHICLE OR EQUIPMENT TYPE						HOURS/KMS	
						3432	
REGO & PLANT ASSET NUMBER			REGO		ASSET NUMBER		EX018
TYPE OF WORK		SERVICE		BREAKDOWN		REPAIR	
		☒		☐		☐	
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?							
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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?							
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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	10/10/2025	TIME	11:16 am	SIGNATURE		
APPRENTICE HSEQ SIGN ON	DATE	10/10/2025	TIME	11:16 am	SIGNATURE		
TRADE PERSON HSEQ SIGN ON	DATE	10/10/2025	TIME	11:16 am	SIGNATURE		
TRADE PERSON HSEQ SIGN ON	DATE		TIME		SIGNATURE		
SUPERVISION ASSIGNED	DATE		TIME		NAME		

SERVICE / REPAIR INFORMATION

500hr service
Fluid samples
- Engine
- slew
- both final drives
- coolant
- hydraulic
Sent 13/10/25

Replaced
- engine oil and filter
- fuel filters
- secondary air filter
- both cabin filters

Topped up coolant
Greased entire machine
- replaced grease nipple for bucket pins on the end of dipper

Inspected entire machine for damage
- no new damage found
No fault codes on computer
Started and run up
Tested all functions
- horn button still works but is missing rubber cover and is hard to press
- all other working without fault

Vehicle returned to work

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 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

13/10/2025

TIME

8:03 am

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

13/10/2025

TIME

8:03 am

SIGNATURE





Excavator Service Checklist

EQUIPMENT MAKE / MODEL 340NG

FLEET No. EX018

HOUR METER 3432

DATE 10/10/2025

MECHANICS NAMES [REDACTED]

SERVICE TYPE (HOURS)

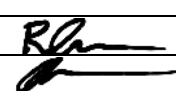
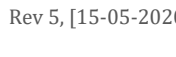
INITIAL EACH BOX IN APPROPRIATE COLUMN

	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		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	

* 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)			
* Replace pump transmission oil (HITACHI)			

[illegible]

PLANT MAINTENANCE WORK ORDER & HSEQ DUTIES

MEX WORK ORDER #		8965		DATE		12/07/2023	
NAME OF PERSON/S UNDERTAKING WORK							
PLANT, VEHICLE OR EQUIPMENT TYPE				340NG		HOURS/KMS	
						501	
REGO & PLANT ASSET NUMBER		REGO		ASSET NUMBER		EX018	
TYPE OF WORK		SERVICE		☒		BREAKDOWN	
						☐	
		REPAIR		☐		OTHER	
						☐	
SERVICE CHECKLIST IS ATTACHED?		250HR		☐		500HR	
						☒	
		1000HR		☐		2000HR	
						☐	
OTHER		Initial					
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?							
X							
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		12/07/2023		11:36 AM			
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		12/07/2023		11:36 AM			
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		12/07/2023		11:36 AM			
SUPERVISION ASSIGNED		DATE		TIME		NAME	

SERVICE / REPAIR INFORMATION

Initial 500hr 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	35
85w-140	
C4-50w	45
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	12/07/2023	TIME	2:48 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	12/07/2023	TIME	2:48 PM	SIGNATURE	
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Excavator Service Checklist

EQUIPMENT MAKE / MODEL 340NG

FLEET No. _____

HOUR METER 501

DATE 12/07/2023

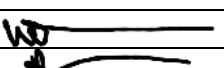
MECHANICS NAMES

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			
* 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			
* 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 #		9343		DATE		11/10/2023	
NAME OF PERSON/S UNDERTAKING WORK							
PLANT, VEHICLE OR EQUIPMENT TYPE		340NG				HOURS/KMS	
						EX018	
REGO & PLANT ASSET NUMBER		REGO		ASSET NUMBER		1031hrs	
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	
		11/10/2023		7:28 am			
APPRENTICE HSEQ SIGN ON		DATE		TIME		SIGNATURE	
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		11/10/2023		7:28 am			
TRADE PERSON HSEQ SIGN ON		DATE		TIME		SIGNATURE	
		11/10/2023		7:28 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	32
85w-140	
C4-50w	26.5
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?

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	TIME	SIGNATURE
	11/10/2023	10:50 am	



Excavator Service Checklist

EQUIPMENT MAKE / MODEL 340NG

FLEET No. _____

HOUR METER 1031hrs

DATE 11/10/2023

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			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			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			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			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

