

STATUS	Final / On Hire		Off-Hire		Stock Transfer		Thorough Examination		Job sheet	DATE
PLANT NUMBER	DESCRIPTION / TYPE					CONTRACT NUMBER				

**THESE INSTRUCTIONS SHOULD BE FOLLOWED WHEN CHECKING EQUIPMENT**

- Check the general overall condition and appearance of the equipment including paint finish and signage etc.
- Inspect main body, chute assembly and frame for impact, damage, security concern and distortion which may affect stability when it is flat on ground. Examine the inside (internal) body of the skip where the mounting plate has been welded. A torch or other light source may be required also the use of a mirror may help with access into the 1000L skips.
- Check generally for cracked welds paying special attention to the trunion mountings, bale stops and shutter mechanism mountings etc. Examine (external) and inspect the bale mounting plate & bale stops for any thin lines in the paint work especially where rust may have formed.
- Examine the bale arm: ensuring that the bale is straight, free from cracks and has no excessive hammer damage. Ensure there is no cutting disc marks. Check for excessive wear around the bale Trunnion's and hook attachment point (Max wear 5% of the original bar). Random signs of hammer rash on the bale are deemed acceptable. If the bale is tight to move, there may be indication of damage around the mounting points.
- Ensure all trunnion locking bolts are securely fitted.
- Examine the trunnion mountings for damage, cracked welds and distortion.
- Check gear control wheels & gears.
- Check geared shutter mechanism is undamaged and fully functional, lubricate where necessary.
- **ENSURE WHEN THE SHUTTER MECHANISM OPERATES IT DOES NOT CREATE A TRAPPING HAZARD WITH EITHER GEAR WHEELS OR BETWEEN THE GEAR WHEELS AND THE BODY.**
- Check the condition and security of all permanent shutter stops.
- Ensure all stickers such as Marwood Logo, Next Examination Due Date (MGS71), sticker MGS24 Plant returned label, sticker MGS64 Crane skip data label, Crush Zone (MGS80) and Do Not Walk Under Suspended Load (MGS79) are in present.
- Check and record Data Plate & Serial No are in place, undamaged, clear and legible.

**Equipment which displays evidence of incorrect operation should be withdrawn from service & returned to workshop.**

	O K	R	COMMENTS
<b>GENERAL APPEARANCE</b>			
<b>Main Body Condition</b>			
Main Frame Condition			
Chute Assembly			
Condition of Welds			
Bale Stops			
Lifting Bale			
Trunnion Pins & Clips			
Twin control Wheels & Gearing			
Shutter Mechanism (geared)			
Shutter stops correctly adjusted			
Spreader beam			
All Stickers			
Record Data Plate & Serial No			
<b>Entered on computer system</b>			The results of all off hire inspections must be entered onto the computer system.

**Equipment should be cleaned and correctly stored after checking**

**CHECKED BY** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>PRINT</b>	<b>SIGN</b>
--------------	-------------