



Excavator End-of-Shift Shutdown & Reporting Checklist Guide

Excavator End-of-Shift Shutdown & Reporting interactive checklist—commentable and exportable as PDF/Excel—for all excavators to park, lockout, note faults, and finish reports.

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| Project: |
| Date: |
| Filled by: |
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Engine Cooldown and Powerdown

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| 1 | Idle engine at low throttle for 3–5 minutes until coolant ≤ 85 °C; record gauge reading and attach a photo of the display. |
| 2 | Lower boom/arm/bucket to ground and disable high idle; verify hydraulic pressure bleeds to ~ 0 kPa on the panel; capture indicator photo. |
| 3 | Test emergency stop from low idle; confirm engine and hydraulics stop, alarms activate; reset and record test with timestamped photo/video. |
| 4 | Switch ignition OFF; wait ≥ 60 s before turning battery isolator OFF; photograph hour meter and machine ID plate for the operator log. |

Cleaning and Housekeeping

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| 5 | Remove mud and debris from tracks/undercarriage using scraper and low-pressure water (< 700 kPa); upload before/after photos showing rollers and sprockets clear. |
| 6 | Clean cab: remove trash, wipe controls, and clear floor; photograph clean cab and note any torn seals or missing mats. |
| 7 | Blow out radiator and air intake from clean side with compressed air (< 700 kPa); record pre/post differential or dust level improvement ($> 10\%$ visual reduction). |
| 8 | Wipe lights, cameras, mirrors, and sensors; replace cracked lenses/covers; attach photos and list required parts if replacement is needed. |

Parking and Lockout

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| 9 | Park on level, firm ground with ≥ 3 m clearance from edges, trenches, and plant; chock if slope present; record GPS location snapshot. |
| 10 | Lower all attachments to the ground; engage swing lock; center the house; attach a wide-angle photo confirming stable parked posture. |
| 11 | Apply park brake; verify machine holds for 60 s without movement; photograph brake indicator illuminated. |
| 12 | Activate lockout/tagout: turn battery isolator OFF and place tags; upload close-up photo showing date, equipment ID, and tag location. |
| 13 | Lock cab and toolboxes; return keys as per site protocol; obtain supervisor initials/signature in the digital log. |

| Fluid and Leak Checks | |
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| 14 | Walk-around with task light; inspect hoses, cylinders, final drives, and quick couplers for weeps/drips; upload ≥ 3 photos marking locations. |
| 15 | Check engine oil with dipstick on level ground; top up per OEM if below MIN; record litres added and oil batch/lot number. |
| 16 | Inspect coolant reservoir; level within MIN–MAX marks; confirm cap integrity and no discoloration; attach reservoir photo. |
| 17 | Verify hydraulic oil in sight glass within marked band; wipe any spills; log absorbent used (kg) and dispose per site procedure. |
| 18 | Record fuel level (%) and DEF/AdBlue level (%); check DEF is clear (no cloudiness); attach gauge photos for both tanks. |

| Refuel/Recharge Planning | |
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| 19 | If fuel < 40%, submit refuel request with estimated litres required (tank capacity x shortfall %); include exact park location map pin. |
| 20 | For electric/hybrid, connect approved charger per specs; confirm charging started; photograph charger screen showing kWh and estimated completion time. |
| 21 | Flag upcoming service interval if < 50 h remaining; attach hour-meter photo and propose a maintenance window. |

| Reporting and Documentation | |
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| 22 | Complete operator log with hours, location, tasks, attachments used, and conditions; sign digitally; request supervisor acknowledgment. |
| 23 | Record any fault codes/alarms from the display; describe symptoms and frequency; link supporting photos/videos. |
| 24 | Document any damage with at least three angles including a scale/ruler; note part names; add weather and ground condition context. |
| 25 | If absorbents used, submit environmental spill record with quantity and disposal manifest/reference; attach photos of cleaned area. |
| 26 | Export the daily report to PDF/Excel; store in the project folder; share the QR-secured link with stakeholders. |

Comments:

Filled by:

Signature:

| Introduction | How to use this checklist |
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| <p>Excavator End-of-Shift Shutdown & Reporting gives operators a consistent, evidence-driven routine to finish the day safely and set up tomorrow's work. This excavator shutdown checklist covers cooldown, cleaning, parking and lockout/tagout, leak detection, fault logging, refuel or charge planning, and the operator log. By structuring end-of-day equipment reporting around verifiable readings and photos, it reduces unplanned downtime, environmental spills, and overnight security risks while improving handovers between shifts. The scope applies to all excavators—diesel, hybrid, and electric—and focuses on safe park-up, fluid checks, digital documentation, and clear acceptance criteria rather than repairs or diagnostics. Outcomes include lower maintenance costs, better regulatory alignment per approved project specifications and authority requirements, and faster morning starts because fuel, charging, and service needs are known. Use this interactive checklist to tick tasks, add comments, attach photos, and export PDF/Excel with a secure QR link for supervisor review.</p> | <p>1. Preparation: Wear gloves, safety glasses, and boots; have scraper, low-pressure hose, absorbents, rags, flashlight, LOTO tags, and a phone/tablet with camera and QR scanner. 2. Open the checklist on your device, select project and machine ID, and confirm current hour-meter matches the machine display. 3. Start interactive mode; tick each item as performed, attach photos or videos, and enter readings (°C, kPa, litres, % levels) where prompted. 4. Use comments to describe faults, tag teammates (e.g., maintenance), and set priority or due dates for follow-up actions. 5. Plan refuel or charging within the tool by entering quantities, kWh, or location pins so fueling crews or electricians can schedule efficiently. 6. Review entries for completeness and accuracy; sign digitally as the operator and request supervisor co-signature. 7. Export the report as PDF/Excel, share the QR-secured link with stakeholders, and archive in the designated project folder.</p> |