Pre-Use Inspections

The key to safe and dependable GSE equipment.
What this training will accomplish

• How to perform daily vital fluid checks
• How to perform pre-use safety inspections
• Procedures for reporting unsafe equipment
• Guidelines for determining equipment that should be taken out of service
Daily Vital Fluid Checks

• Why do we perform them?
  – To reduce or eliminate GSE equipment breakdowns due to lack of oil, anti-freeze and other vital fluids
  – To reduce costs associated with equipment repairs
  – Prolong the life of GSE equipment
  – Help insure GSE equipment runs safely and properly which will help make your job easier!
Daily Vital Fluid Checks

- What do we check?
  - Engine oil
  - Anti-freeze/coolant
Daily Vital Fluid Checks

• General procedures Engine Oil
  – Oil dipsticks are yellow, if in doubt ask!
  – Engine must be shut off
  – Allow 2 minutes after engine shut down for oil to settle to achieve accurate reading
  – Never over fill oil level
  – As a general rule, the mark between the “full” and “add” on a dipstick indicates one quart
  – Always make sure oil cap and dipstick are secured after inspections
Daily Vital Fluid Checks

• General procedures anti-freeze/coolant
  – Engine must be shut off
  – NEVER CHECK LEVEL WHEN HOT!!
    Severe burn injury may result
  – Feel the upper radiator hose, if it is hot or
    under pressure do not open the radiator cap!
  – Always make sure fill cap is secured after inspections
Baggage Tugs (models may differ)

Always use hood prop!!

Location of oil dipstick

Oil dipstick “full” level

Antifreeze/coolant level full  Never check while hot!!
MC-22 Push Tractor

Engine compartment (oil, antifreeze/coolant access)

Location of oil dipstick

Oil dipstick “full” level

Antifreeze/coolant level full  Never check while hot!!
Push Tractor (models may differ)

Always use hood prop!!

Oil dipstick “full” level

Location of oil dipstick

Antifreeze/coolant level full. Never check while hot!!
Belt Loaders (models may differ)

Always use belt prop!!

Location of oil dipstick

Oil dipstick “full” level

Antifreeze/coolant level full  Never check while hot!!
GPU (models may differ)

Location of oil dipstick

Oil dipstick “full” level

Antifreeze/coolant level full  Never
check while hot!!
Pre-use Safety Inspections

• Why do we perform them?
  – To help prevent injuries and accidents caused by unsafe equipment
  – To help identify minor equipment problems before they become a major problem
  – Equipment that is safe and mechanically sound helps makes your job easier!
Pre-use Safety Inspections

• What do we inspect?
  – Foot brake
  – Emergency brake
  – Wheel chock
  – Lights
  – Horn
  – Tires
  – Hitch
Pre-use Safety Inspections

- How do we inspect them?
  - Foot brake
    - Put the unit in gear. Step on the brake pedal the unit should hold in gear at idle speed. Brake pedal should be firm.
  - Emergency brake
    - Put unit in gear. Emergency brake should hold unit in gear at an idle speed. For non-motorized equipment you should not be able roll or push the unit with brake on.
  - Wheel chock
    - Make sure that chock/s are present. Some units require two chocks (beltloaders, lav/water units)
  - Lights
    - Headlights and brake lights should be in working order. Some units require “daytime running lights”.
  - Tires
    - Check for proper inflation, (obviously low or flat). Inspect for nails, screws or other FOD that could lead to problems. Check for worn tread.
  - Hitch
    - Pin type hitches are the only type that is allowed. Make sure retainer spring is secured. Make sure hitch pin fully seats in the hitch. Make sure that the hitch is securely attached to the unit.
Foot brake should hold in gear at idle

E-brake brake should hold in gear at idle

Unit should have chock available

Headlights, brake/taillights operational
Check for worn tread, flats, or FOD

Check that hitch is secure and spring in place

Tire with safe tread levels

Remove FOD from vehicles
Pre-use Safety Inspections

- How do we record these inspections?

<table>
<thead>
<tr>
<th>DATE: __________</th>
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<tbody>
<tr>
<td>DAILY VITAL FLUID AND SAFETY INSPECTIONS</td>
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<tr>
<td>EQUIPMENT</td>
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<td>FREEZE</td>
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<td>COMMENTS</td>
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<td>SUPERVISOR:</td>
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</table>
Pre-use Safety Inspections

• How do we record these inspections?
  – Record equipment number
  – Indicate with a “check mark” in the appropriate column if the levels are adequate.
  – Indicate “add” in the columns for the equipment that fluids are added to.
  – Indicate with a “check mark” in the columns for the safety items for the items that are safe and operational.
  – Indicate with a “NR” for those items that are unsafe and in need of repair.
  – The person that completes the inspections should initial the checklist upon completion.
Pre-use Safety Inspections

OUT OF SERVICE

DATE 7/11/06
VEHICLE # BT 1193
DESCRIPTION E-Brake does not hold!

NAME Joe Rampe

SHOP COPY
Pre-use Safety Inspections

• When should equipment be taken out of service?
  – If the foot brake or emergency brake does not hold
  – If the hitch does not function properly
  – If a tire is flat, obviously low or you notice a nail or other item that could lead to a flat
  – All other items that could result in an injury or accident if left unchecked
Pre-use Safety Inspections

- Fill out an “Out Of Service” tag.
- Fasten it to the steering wheel or tongue of unit.
- Turn the top “shop copy” in to the GSE mechanic.
- The yellow “operations” copy to OPS.
- The red “vehicle copy” stays on the unit to alert others of the equipment safety issue.
Pre-use Safety Inspections

• When should equipment be written up but left in service?
  – If a headlight or tail light is not working
  – If the horn does not work
  – Any other non-safety sensitive item
Pre-use Safety Inspections

- You must also write up any and all equipment discrepancies you find.
- Complete the log.
- You must also notify a supervisor of any discrepancies you find!

<table>
<thead>
<tr>
<th>DATE</th>
<th>EQUIP. #</th>
<th>DISCEPANCY</th>
<th>REPORTED BY</th>
<th>REPAIRED BY</th>
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Review questions

1. The engine must be turned off before checking oil and antifreeze/coolant levels. TRUE FALSE

2. Never check antifreeze/coolant levels while the engine is hot, severe burn injuries may result. TRUE FALSE

3. Always use the hood prop rods and belt loader prop rods when checking fluid levels. TRUE FALSE

4. You should take a unit out of service if the brakes, hitch or tires are bad. TRUE FALSE

5. You must tag, write up and report all equipment that is unsafe. TRUE FALSE

6. Pre-use inspections are the key to safe and dependable ramp equipment. TRUE FALSE

Name:__________________________________________ Date:___________