

Mechanization Service Checklist



Safer, more reliable field operations before, during, and after service

CHECKLIST · OPERATORS

A structured control for machine readiness, field assessment, safe operation, service quality, handover, and maintenance.

How to use this resource

The operator and service coordinator should complete this together. Stop work where a critical safety, machine, terrain, visibility, or bystander risk is not controlled.

IMPORTANT PRACTICE NOTE

This checklist does not replace the manufacturer manual, formal operator training, statutory inspections, personal protective equipment requirements, or a site-specific risk assessment.

1. Booking and field assessment

Use the boxes for field verification. Record exceptions, actions, responsible persons, and completion dates in the notes area.

- ☐ Customer, farm, field location and emergency contact confirmed
- ☐ Requested operation, crop, field size and expected completion agreed
- ☐ Access road, bridge, gate, turning space and overhead hazards assessed
- ☐ Slope, wet areas, rocks, stumps, buried services and boundary markers identified
- ☐ Weather, soil condition and field trafficability checked
- ☐ Pricing basis, fuel responsibility, mobilisation and payment terms documented

FIELD NOTES / CORRECTIVE ACTIONS

2. Pre-start machine inspection

Use the boxes for field verification. Record exceptions, actions, responsible persons, and completion dates in the notes area.

- ☐ Operator is trained, fit for duty and authorized for the machine
- ☐ Manufacturer manual and service records are available
- ☐ Engine oil, coolant, hydraulic fluid and fuel levels checked
- ☐ Tyres or tracks, wheel nuts, guards, shields and steps checked
- ☐ Lights, horn, mirrors, reverse alarm and instruments operational
- ☐ Brakes, steering, seat belt and emergency controls tested
- ☐ Power take-off guard and implement connections secured
- ☐ Fire extinguisher, first-aid kit and communication device available
- ☐ Leaks, unusual wear and loose components investigated before work

FIELD NOTES / CORRECTIVE ACTIONS

3. Safe field operation

Use the boxes for field verification. Record exceptions, actions, responsible persons, and completion dates in the notes area.

- ☐ Bystanders and workers briefed and kept outside exclusion zone
- ☐ Safe speed selected for terrain, implement and visibility
- ☐ Seat belt used and no unauthorized passengers carried
- ☐ PTO and moving components stopped before adjustment or clearing blockage
- ☐ Machine kept clear of unstable edges, trenches and overhead lines
- ☐ Fatigue, heat stress and hydration monitored
- ☐ Refuelling completed with engine off and ignition sources controlled
- ☐ Incidents, near misses and machine warnings reported immediately

FIELD NOTES / CORRECTIVE ACTIONS

4. Service quality and handover

Use the boxes for field verification. Record exceptions, actions, responsible persons, and completion dates in the notes area.

- ☐ Target depth, spacing, overlap or application rate verified
- ☐ Missed strips, excessive compaction and crop damage checked
- ☐ Area completed and machine hours recorded
- ☐ Customer walks the field and confirms exceptions
- ☐ Fuel used, delays and additional work documented
- ☐ Invoice or service note signed by authorized persons

FIELD NOTES / CORRECTIVE ACTIONS

5. Post-service care

Use the boxes for field verification. Record exceptions, actions, responsible persons, and completion dates in the notes area.

- ☐ Machine parked safely, implement lowered and key controlled
- ☐ Mud, straw and crop residue removed without damaging seals or wiring
- ☐ Damage, leaks and wear recorded for maintenance
- ☐ Grease points and routine service completed as required
- ☐ Fuel and consumable balances reconciled
- ☐ Next service due date and responsible person recorded

FIELD NOTES / CORRECTIVE ACTIONS

Service completion record

Complete this worksheet in pen or digitally. Use one copy per enterprise, service, season, group, or learning session.

CUSTOMER, FARM AND SERVICE DATE

MACHINE AND IMPLEMENT IDENTIFICATION

OPENING AND CLOSING HOUR-METER READINGS

AREA COMPLETED AND FUEL CONSUMED

EXCEPTIONS, ACTIONS AND SIGNATURES

Put knowledge into practice.

Use this resource alongside local knowledge, qualified technical advice, safe operating procedures, and verified market information.

ADECAT-MECHFARM

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For programme and partnership enquiries, use the official website contact channel.