

Pre-Delivery Preparation Report

Fundamentals

It is the responsibility of the owner or dealer to perform the Pre-delivery Preparation.

The Pre-delivery Preparation is performed prior to each delivery. The inspection is designed to discover if anything is apparently wrong with a machine before it is put into service.

A damaged or modified machine must never be used. If damage or any variation from factory delivered condition is discovered, the machine must be tagged and removed from service.

Repairs to the machine may only be made by a qualified service technician, according to the manufacturer's specifications.

Scheduled maintenance inspections shall be performed by qualified service technicians, according to the manufacturer's specifications and the requirements listed in the responsibilities manual.

Instructions

Use the operator's manual on your machine.

The Pre-delivery Preparation consists of completing the Pre-operation Inspection, the Maintenance items and the Function Tests.

Use this form to record the results. Place a check in the appropriate box after each part is completed. Follow the instructions in the operator's manual.

If any inspection receives an N, remove the machine from service, repair and re-inspect it. After repair, place a check in the R box.

Legend

Y = yes, acceptable

N = no, remove from service

R = repaired

Comments

Pre-delivery Preparation	Y	N	R
Pre-operation inspection completed			
Maintenance items completed			
Function tests completed			



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Model

Serial number

Date

Machine owner

Inspected by (print)

Inspector signature

Inspector title

Inspector company