OpsAuditHub opsauditihub.com	DOC ID: **SAF-0141**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA 29 CFR 1910.212 & ISO 45001**	AUDIT FREQUENCY: **Daily Pre-Shift**

Preventative Maintenance Schedule Daily Log Sheet

Operational Scope: This preventative maintenance schedule daily log sheet governs pre-shift mechanical and safety verification for industrial machinery to mitigate catastrophic failure and injury risks. Compliance with this operational inspection is mandatory for all shift supervisors and maintenance technicians.

MANDATORY PPE:	Hard Hat (ANSI Z89.1), Steel-Toe Safety Boots (ASTM F2413), Safety Glasses with Side Shields (ANSI Z87.1), Cut-Resistant Gloves (ANSI Level 4), High-Visibility Safety Vest
PREREQUISITES:	Verify primary electrical disconnect is energized or properly locked out/tagged out (LOTO) depending on maintenance scope. | Ensure immediate operating zone is clear of non-essential personnel, debris, and slip/trip hazards. | Inspect all digital emergency stop loops to ensure uninterrupted continuity before powering up.

MECHANICAL & STRUCTURAL INTEGRITY CHECKS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Guarding and Interlocks**	All safety guards, physical barriers, and electrical limit switches must be securely fastened, undamaged, and immediately halt operations upon breach.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Drive Belts and Chains**	Inspect tension and alignment; deflection must not exceed 0.5 inches under thumb pressure. No signs of fraying, cracking, or excessive wear.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Fluid Reservoirs and Lubrication**	Hydraulic fluid and gearbox oil levels must fall within the upper and lower sight glass indicators. Zero external pooling or active weeping at seals.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
4	**Fasteners and Anchor Bolts**	All structural frame mounting bolts and baseplate anchors must be torqued to specification with zero loose or missing hardware.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

ELECTRICAL SYSTEMS & SAFETY CONTROLS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	**Emergency Stop (E-Stop) Buttons**	Test all console and perimeter E-Stop actuators; system must instantly de-energize and lock out motive power within 0.2 seconds.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Control Panel and Wiring Harnesses**	Enclosure doors must be latched shut with rubber seals intact. Internal wiring must show no signs of insulation burn, chaffing, or terminal corrosion.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
7	**Warning Beacons and Audible Alarms**	Pre-start strobe lights, reverse movement buzzers, and cycle-complete horns must illuminate and sound at verified decibel levels (>85 dB).	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**

OPERATIONAL PERFORMANCE & HOUSEKEEPING

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
8	**Pneumatic Air Pressure & Filters**	Regulator gauge must display operational line pressure (90-120 PSI). Auto-drain filter bowls must be free of excessive moisture condensation.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
9	**Work Area Cleanliness & Spill Control**	Flooring within the 3-foot perimeter of the equipment must be entirely clear of oil spills, metal shavings, and obstruction hazards.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

Certified Inspector / Lead Maintenance Technician Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Site Safety Supervisor / Operations Manager Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

COMPLIANCE NOTICE: This document must be archived for a minimum of 12 months in accordance with workplace safety recordkeeping guidelines and OpsAuditHub governance standards.

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