



Technician: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Model: \_\_\_\_\_  
 Equipment Hours: \_\_\_\_\_  
 Serial #: \_\_\_\_\_

## Trencher/Plow Service Safety Checklist

- | OK                       | N/A                      | Needs Correction         | Corrected                |                              |
|--------------------------|--------------------------|--------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Operator's Manual            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Decals                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Safety updates               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Guards, shields              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stow locks                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Safety interlocks            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Leaks                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Alarms                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Restraint bar/trench cleaner |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Access/Egress                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ROPS                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Seatbelt                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Parking brake                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All controls                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ground drive                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Steering                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wipers                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Tie downs                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pull start rope              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | RotoWitch                    |

Comments:

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*The completion of this inspection and any corrections do not guarantee safe operation of the machine. The operator must still use proper operating procedures and good judgment, including stopping operation if anything does not look, feel or sound normal.*



## Trencher/Plow Service Safety Checklist Information



**WARNING** Incorrect procedures could result in death, injury, or property damage.  
Learn to use equipment correctly.

**NOTICE:** Contact your Ditch Witch dealer if you have any question about operation, maintenance, or equipment use.

Operator's Manual	<b>Present</b> – <i>Manual is on the machine.</i> <b>Condition</b> – <i>Acceptable in condition (legible).</i>
Decals	<b>Present</b> – <i>Decals are present and correct per the parts manual.</i> <b>Condition</b> – <i>Decals are legible and securely attached so that legibility will not be jeopardized.</i>
Safety updates	<b>Complete</b> – <i>All required safety updates for this model have been performed.</i> <i>Contact dealership, if unknown.</i>
Guards, shields	<b>Present</b> – <i>Guards and shields are in place per the parts manual.</i> <b>Condition</b> – <i>Guards and shields are in good condition.</i> <b>Fasteners</b> – <i>All fasteners are present.</i>
Stow locks	<b>Present</b> – <i>Stow locks are in place per the parts manual.</i> <b>Condition</b> – <i>Stow locks function and show no signs of damage.</i>
Safety interlocks	<b>Start Interlock</b> – <i>All safety interlocks function properly. Machine can not start unless interlock requirements are met.</i> <b>Operator Presence</b> – <i>Seat switch or other operator presence switch is in place and functioning properly.</i>
Leaks	<i>No visible leaks of any kind. No oil or fuel on floor after machine is stationary.</i>
Alarms, if equipped	<b>Backup alarm</b> , <i>if equipped, sounds when machine is in reverse.</i> <b>Parking brake alarm</b> , <i>if equipped, sounds when ground drive and parking brake are both engaged.</i>
Restraint bar/trench cleaner	<b>Present</b> – <i>A restraint bar or trench cleaner is in place. If equipped with a trench cleaner, trench cleaner shoe is in place.</i> <b>Fasteners</b> – <i>Fasteners/hardware are all present and tight.</i>
Access/Egress	<b>Steps, handholds, handrails, catwalks</b> <i>are installed properly and undamaged.</i> <b>Non-skid surface</b> <i>is in good condition.</i>
ROPS (all seated, ride-on machines)	<b>Damage</b> – <i>No cracks, dents, deformation, rust, or any other damage.</i> <b>Modifications</b> – <i>Original manufacturer's ROPS is in place and nothing has been added to ROPS (no heavy objects hanging, welding, cuts or holes drilled)</i> <b>Fasteners</b> – <i>Fasteners are properly tightened.</i> <b>Attachments</b> – <i>Tractor weight with attachments does not exceed ROPS rating (see ROPS certification tag located on ROPS). Some tractor/attachment combinations require heavy duty ROPS.</i>



Seatbelt (all seated, ride-on machines)	<p><b>Seat belt webbing</b> is free of cuts, fraying, extreme or unusual wear. Check the buckle/latch area and any place where the seat belt has contact with the equipment or seat.</p> <p><b>Buckle</b> operates properly. When inserting the latch, an audible click is heard. The buckle is not damaged, cracked or broken.</p> <p><b>Retractor</b> operates properly. When pulled and released slowly, seat belt spools out and retracts without locking.</p> <p><b>Latch</b> operates properly. When inserted into buckle, latch inserts smoothly and an audible click is heard. Latch does not release when tugging on seat belt. Latch is not worn, deformed or corroded.</p> <p><b>Mounting hardware</b> (bolts) on both sides of seat are tight and are not missing, rusted, corroded or damaged.</p>
Parking brake, if equipped	<p><b>Components</b> – No damaged or binding components.</p> <p><b>Cables</b> – No damage, binding, kinking, etc.</p> <p><b>Pads</b> – Acceptable wear.</p> <p><b>Pin/sprocket</b> – Engages/disengages properly.</p> <p><b>Holding</b> – Park on a 20% (approximately 12°) slope facing uphill, engage park brake, put machine in neutral, machine should not move with engine running or shut-off –repeat test facing downhill.</p>
All controls	<p><b>Function</b> – All controls function properly per the operator’s manual.</p> <p><b>Return to neutral</b> – Hold-to-run controls return to neutral when handle is released.</p>
Ground drive	<p><b>Responsive</b> – Ground drive is responsive to controls in both directions.</p> <p><b>Return to neutral</b> – When ground drive is in neutral, the machine creep is within an acceptable range. Very slight machine creep (maximum 6 ft/min (1.8 m/min) on a 14° slope) is acceptable if it can be stopped by backthrottling the hydrostatic controls or if the parking brake can be applied.</p> <p><b>Stopping</b> – When ground drive is disengaged, machine stops in an acceptable range.</p>
Steering	<p><b>Responsive</b> – Steering is responsive and controllable.</p>
Wipers (cab units)	<p><b>Function</b> – Wipers function properly.</p> <p><b>Condition</b> – Wipers are in acceptable condition.</p>
Tie downs	<p><b>Condition</b> – All tie downs show no signs of damage, deformation, or cracks.</p>
Pull start rope, if equipped	<p><b>Recoil</b> – Rope recoils properly.</p> <p><b>Condition</b> – Rope is not frayed or cut. Handle is not broken or cracked.</p>
RotoWitch, if equipped	<p><b>Condition</b> – Yoke guard is installed on RotoWitch, if applicable. Decals are present and legible. Mounting is tight and sturdy.</p> <p><b>Controls</b> – Controls for RotoWitch function properly in both directions. The RotoWitch rotation stops when control is released.</p>