SP11- Pre-Delivery Inspections (PDI) Process | **Process Owner: Service Manager** | **V5** | **Issue date: 01/11/2022** | **Internal Use**

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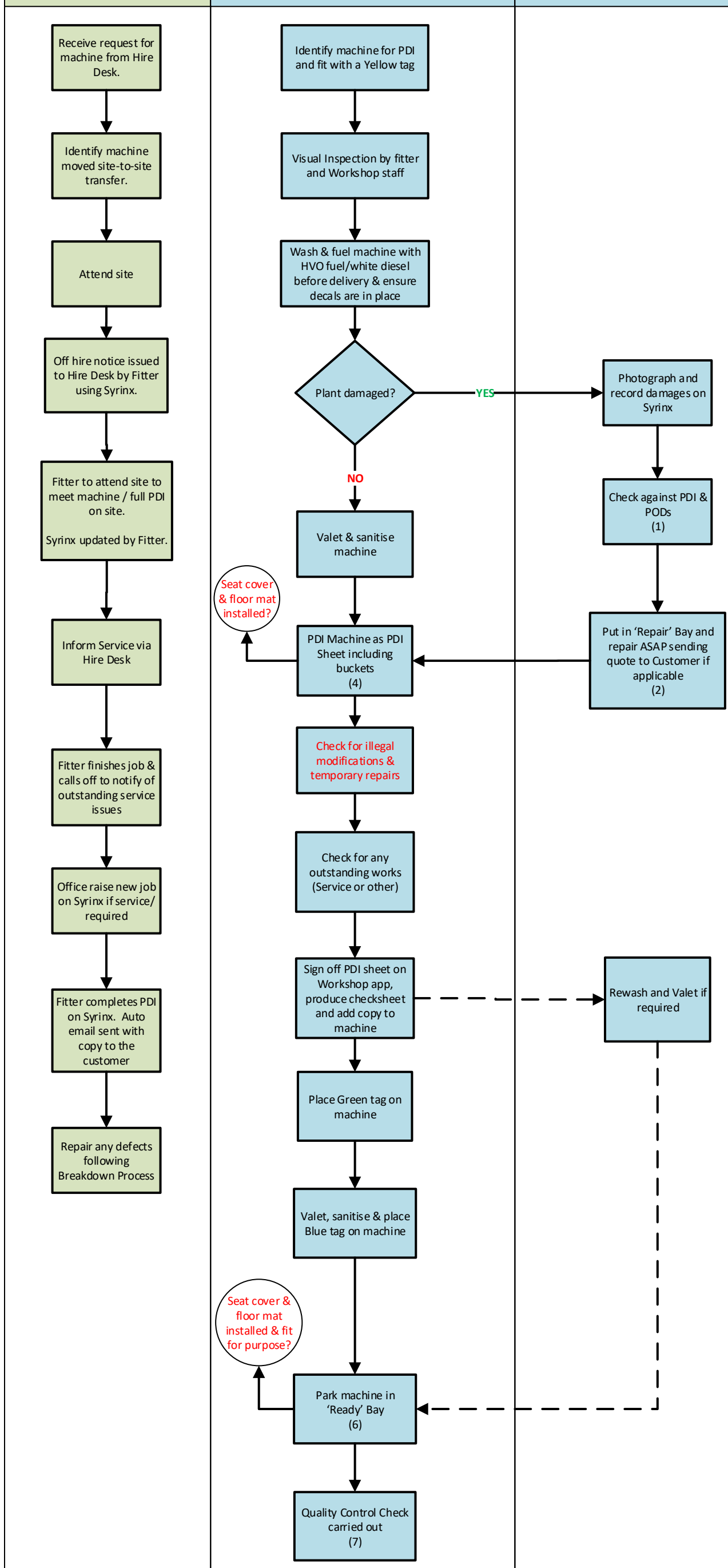

WORK INSTRUCTIONS

(1)
Check images with PDI sheets and photos. Fitters to write full damages report to Damages Team

(2)
Plant to be placed into Repair bays and works to be carried out ASAP

(3)
Workshop / Service Manager / Foreman to inspect the repairs to the plant. When machine passes inspection, plant to return to operations.

(4)
Plant and accessories to undergo full PDI.
Inspection will include photos of machines from all sides and key aspects of plant with photographs of the Quick Hitch and inspection of Plates.
Engineers paint to be marked on the forklift or forks/tips as evidence of inspection.

Ensure HVO/white diesel decals are displayed and tanks topped up with HVO fuel/white diesel before delivery.

If required, check height and slew parameters are operational.

(5)
All images and PDI report to be recorded on Syrinx. White copy of PDI sheet to be clear stuck to the Plant Operators window.

(6)
All plant leaving the yard is to have the correct paperwork:
Lifting Certificates/ PDI Sheets/ Machine Certificates.

When unloading plant on customers sites a final check to be carried out by the Transport Driver (Driver Delivery PDI Sheet) and Customer. Any faults are to be called into the Office/Service Team immediately.

Ensure QR code sticker is applied to machine and is working.

(7)
Quality Control Check.
Plant will be subject to Control Checks by Workshop Manager, the HSQE Team or other(s).

Height and slew parameters function test.

Workshop Manager to carry out a spot check using LF082 PDI Quality Control Sheet – copy to be uploaded to Documents folder on Syrinx.