

EQUIPMENT WALK-AROUND PROCEDURES

All walk-around procedures will be equipment-specific using the equipment owner's manual and MnDOT guidelines/policies to train trainees. This procedure should be conducted by a mechanic familiar with proper Oil Change Procedures, Lubrication Procedures, Equipment-Specific Adjustments, and the Review of All Inspection Areas (see below, Part 2: Walk-Around). An on-the-job trainer may conduct the walk-around procedure with input from a mechanic. For cranes, the Review of All Inspection Areas section should be performed by a crane-qualified operator. Under all circumstances, the mechanic must sign the Walk-Around Training Sign-Off section of the Equipment Training/Qualification Form ensuring procedures were followed.

General Walk-Around Procedures for All Equipment: Areas to address include proper oil change procedures, proper greasing procedures, equipment adjustments, and review of all inspection areas related to daily, hourly, and/or regularly required lubrication schedules. Any equipment-specific adjustments will be listed on each equipment training outline.

Part 1: Walk-Around Preparation

- Obtain equipment-specific owner's manual
- The trainer and mechanic should review the owner's manual and lubrication schedule
- Trainee should review the maintenance, operation, and safety areas of the owner's manual
- Schedule equipment clean-up date
- Schedule a walk-around date and location for equipment, trainee(s), and trainer(s)

Part 2: Walk-Around

- Discuss proper recording procedures for lubrication duties
- Discuss daily, hourly, and/or regularly required lubrication schedules
 - Proper Oil Change Procedures (can be discussed hands-on and not actually performed)
 - Types of oils used
 - Drain plug location
 - Oil change timelines
 - Filter location(s)
 - Importance of clean surfaces to prevent contamination
 - Proper Lubrication Procedures
 - Lubrication timelines
 - Zerk (greasing) locations
 - Type of grease and/or lubes used
 - Other lubrication procedures
 - Equipment-Specific Adjustments
 - Types/frequency of adjustments needed (review training outline for possible listing)
 - Practice or hands-on training of adjustments as needed
 - Review of All Inspection Areas (for cranes, should be performed by a crane qualified operator)
 - Inspection areas will include daily inspection component areas
 - Address safety issues specific to the equipment

Part 3 – Walk-Around Sign-Off

- Trainer or mechanic fills out the Walk-Around Training Record section of the Equipment Training/Qualification Form
- Upon completion of the walk-around requirements, the mechanic and trainee will sign the Walk-Around Training Sign-Off section where indicated. This documents that the training has been accomplished