



**MANDO SOLUTIONS
OPERATOR / MACHINE TIMESHEET**

7 Copperhouse Court, Caldecotte, Milton Keynes, MK7 8NL
Telephone: 01908 372371 Facsimile: 0870 300 7126
email: payroll@mandosolutions.co.uk

Client Name:

Site Address:

Operator Name: Week ending:

DAY	Machine Type	MUST BE COMPLETED DAILY Machine/ Serial No.	Start Time	Break	Finish Time	Total Hrs Worked	Comments (include any breakdown Details)
MON							
TUES							
WED							
THUR							
FRI							
SAT							
SUN							
End of week machine hours				Total hours worked			

I AGREE THE HOURS TO BE ACCURATE, THE WORK TO BE OF SATISFACTORY STANDARD AND ACCEPT THE CONDITIONS OVERLEAF AS LEGALLY BINDING

Authorised on behalf of the Client/Site Representative Signature:

Print Name:

Position Held:

OPERATOR DAILY CHECK SHEET

Site Induction completed on (date)

Operator Signature to confirm he has risk assessed his duties, attended induction and understood

DAILY CHECKS	MON	TUES	WED	THUR	FRI	SAT	SUN	Defects/Remarks
Oil, Fuel, Coolant - Levels								
Oil, Fuel, Coolant - Leaks								
Safety Lockouts								
Audible Visual Alarms Serviceable								
Glass								
Condition of Tyres / Tracks								
Tightness of Wheel Nuts								
Windscreen Wiper / Wash								
Lights Forward / Reverse								
Instruments Working								
Horn								
Reversing Camera & Alarm								
Seat Belts								
Fire Extinguisher								
Air Conditioning								
Body up Buzzer / Light								
Static Brake Test								
Brake Drive Test								
Parking Brake Test								
Brake Air Pressure								
Steering Test								
Articulated Joints								
Lift & Crowd Operation								
Condition of Steps & Hand Rails								
Mirrors Satisfactory								
Drain Air Tank (End of Shift)								
Flashing Beacon								
Inspection & Operation of Quick Hitch								
Daily Greasing completed as per Operators Manual								
Grab Attachment cleaned to avoid build up of debris								
Blade/Bucket								
Initialed by Operator on completion								

Authorised on behalf of the Client/Site Representative Signature: Date Signed:

Failure in fully completing and returning a signed operator/machine timesheet along with daily maintenance before 5pm on the following Monday may result in Mando Solutions being unable to process for payment.