

# 50-POINT PRE-SHIPMENT INSPECTION CHECKLIST

For Compact Excavators, Skid Steer Loaders, Remote Control Mowers and Attachments

Customer Download Version

**Purpose:** This document helps customers understand the key pre-shipment inspection steps before machinery is packed and loaded. It can be used for internal quality control, customer confirmation, photo/video verification, and shipment records.

**Scope:** The checklist can be applied to compact construction machinery and related attachments. Some items may be marked N/A depending on the model, engine type, drive system, and optional configuration.

## Machine & Order Information

|                |  |                 |  |
|----------------|--|-----------------|--|
| Customer       |  | Order No.       |  |
| Machine Model  |  | Serial No.      |  |
| Engine / Motor |  | Inspection Date |  |
| Inspector      |  | Shipment Date   |  |

## A. Appearance & Structure

| No. | Inspection item                                                                      | OK                       | N/A                      | Issue                    | Remarks |
|-----|--------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|---------|
| 1   | Overall appearance is clean, complete, and free from obvious damage.                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 2   | Main frame, boom, chassis, and welded parts show no cracks or deformation.           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 3   | Paint surface is even; no major peeling, rust, color mismatch, or flow marks.        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 4   | Machine color and customized appearance match the confirmed order.                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 5   | Model label, warning labels, serial plate, and brand marks are correct and readable. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 6   | Covers, guards, panels, handles, steps, and seats are installed securely.            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 7   | Bolts, nuts, pins, clips, and locking parts are complete and tightened.              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 8   | Grease nipples are present and accessible; key lubrication points are greased.       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 9   | External hoses, cables, and harnesses are routed neatly and fixed properly.          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 10  | No sharp edges, loose parts, or visible assembly defects are found.                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |

This checklist is for customer pre-shipment review. Final configuration depends on the confirmed order.

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Pre-shipment Inspection

## B. Engine, Electrical & Control System

| No. | Inspection item                                                                                | OK                       | N/A                      | Issue                    | Remarks |
|-----|------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|---------|
| 11  | Engine brand, engine model, power rating, and nameplate match the order.                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 12  | Engine oil level, coolant level if applicable, and fuel system condition are normal.           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 13  | Machine starts smoothly by key, remote, or specified starting method.                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 14  | Idle speed is stable; no abnormal vibration, knocking, or excessive smoke.                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 15  | Throttle response, acceleration, and shutdown function are normal.                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 16  | Battery voltage is sufficient; terminals are tight and protected.                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 17  | Wiring harness, connectors, fuses, switches, and relays are secure.                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 18  | Display, meter, indicator lights, horn, work lights, and warning lights function properly.     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 19  | Emergency stop, safety lock, seat switch, or remote safety functions operate correctly.        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 20  | Remote controller or joystick control range, pairing, and response are verified if applicable. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |

## C. Hydraulic System

| No. | Inspection item                                                                            | OK                       | N/A                      | Issue                    | Remarks |
|-----|--------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|---------|
| 21  | Hydraulic oil level is normal and oil tank cap/breather is installed correctly.            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 22  | Hydraulic pump, main valve, motors, and cylinders operate without abnormal noise.          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 23  | Hydraulic hoses and fittings show no leakage after static and dynamic testing.             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 24  | Cylinders extend and retract smoothly; rods have no visible scratches or oil seepage.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 25  | Boom, arm, bucket, lift arm, mower head, or attachment functions operate correctly.        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 26  | Auxiliary hydraulic line, quick couplers, and pressure flow match the required attachment. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 27  | High/low speed, flow selection, or hydraulic mode switching works if equipped.             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 28  | Hydraulic temperature remains within a normal range after test operation.                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 29  | No oil spray, loose joint, rubbing hose, or unsafe hose routing is observed.               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 30  | Hydraulic filter, oil port, and service points are clean and accessible.                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |

## D. Travel, Working Performance & Safety Test

| No. | Inspection item                                                                       | OK                       | N/A                      | Issue                    | Remarks |
|-----|---------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|---------|
| 31  | Forward, reverse, left turn, right turn, and steering response are normal.            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 32  | Brake, parking brake, or automatic stop function works as designed.                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 33  | Track or tire installation is correct; no abnormal wear, cracking, or damage.         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 34  | Track tension, wheel nuts, sprockets, rollers, and drive components are checked.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 35  | Travel motor, gearbox, chain, belt, or transmission has no abnormal noise or leakage. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 36  | Working attachment is installed securely and can be locked/unlocked normally.         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 37  | No-load function test is completed for all key machine movements.                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 38  | Load or practical working test is completed according to machine type.                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 39  | Machine stability, vibration, and operating comfort are acceptable during testing.    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 40  | Safety decals, warning devices, guards, shields, and protective covers are in place.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |

## E. Attachments, Accessories, Documentation & Packing

| No. | Inspection item                                                                                      | OK                       | N/A                      | Issue                    | Remarks |
|-----|------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|---------|
| 41  | Attachment type, size, cutting width, bucket width, forks, auger, or other options match the order.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 42  | Attachment pins, hoses, couplers, blades, teeth, chains, belts, or wearing parts are complete.       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 43  | Spare parts, tools, keys, remote controller, charger, manuals, and accessories are packed as agreed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 44  | Machine photos, nameplate photos, test videos, and attachment confirmation videos are recorded.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 45  | Battery, fuel, oil, and other export/shipment safety requirements are checked before packing.        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 46  | Machine is cleaned; exposed metal, pins, and vulnerable areas are protected if needed.               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 47  | Machine is fixed firmly on pallet, steel frame, or wooden case according to packing method.          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 48  | Waterproof, anti-rust, anti-collision, and anti-loosening protection is applied.                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 49  | Packing marks, shipping marks, quantity, gross weight, and package dimensions are confirmed.         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 50  | Loading photos, container photos, seal number, and final shipment records are saved.                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |

## Photo & Video Confirmation Record

| Confirmation item                       | Provided                 | N/A                      | File name / Notes |
|-----------------------------------------|--------------------------|--------------------------|-------------------|
| Overall machine photos                  | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| Front / rear / left / right view photos | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| Engine and nameplate photos             | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| Hydraulic and hose detail photos        | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| Attachment photos                       | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| Startup video                           | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| Travel test video                       | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| Working function test video             | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| Packing photos                          | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| Loading and container seal photos       | <input type="checkbox"/> | <input type="checkbox"/> |                   |

# PRE-SHIPMENT INSPECTION CHECKLIST

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## Final Confirmation

|                      |                                                                                         |         |  |
|----------------------|-----------------------------------------------------------------------------------------|---------|--|
| Factory Inspector    |                                                                                         | Date    |  |
| Sales Representative |                                                                                         | Date    |  |
| Customer / Agent     |                                                                                         | Date    |  |
| Final Result         | <input type="checkbox"/> Approved for shipment <input type="checkbox"/> Rework required | Remarks |  |

**Note:** This checklist is a standard pre-shipment quality reference. It does not replace the final sales contract, technical agreement, warranty policy, or import compliance requirements in the destination country.