Hydraulic system maintenance checklist

01 The visit

Machine or power unit (name and tag)

Date

Location

Checked by (printed name)

02 Every shift

8 checks

CHECK	OK	FAIL	NOTE
Reservoir level, at the condition the manual says, often cylinders retracted	☐	☐	
Oil in the sight glass	☐	☐	
Oil temperature, on the gauge or reservoir thermometer	☐	☐	
Filter indicators: pressure, return, suction	☐	☐	
Leaks, by eye and from a distance	☐	☐	
Pump sound	☐	☐	
System pressure gauge	☐	☐	
Cylinders under load	☐	☐	

03 Weekly

6 checks

CHECK	OK	FAIL	NOTE
Hoses: cover, ends and routing	☐	☐	
Fittings, tube clamps and flanges	☐	☐	
Cylinder rods and seals	☐	☐	
Cylinder mounts, pins and clevises	☐	☐	
Oil cooler	☐	☐	
Reservoir breather	☐	☐	

04 Monthly

4 checks

CHECK	OK	FAIL	NOTE
Motor and pump coupling and its guard	☐	☐	
Oil added this month, from the top-up record	☐	☐	
Hose ages against the maker's replacement interval	☐	☐	
Reservoir cap, fill screen and water drain, if fitted	☐	☐	

05 Quarterly (monthly on machines that would stop the plant)

1 checks

CHECK	OK	FAIL	NOTE
Fluid sample to the lab: ISO 4406 code, water, viscosity, wear metals	☐	☐	

06 Yearly, or at the maker's interval

6 checks

CHECK	OK	FAIL	NOTE
Filter elements	☐	☐	
Accumulator precharge, oil side at zero; also in the first week and at 90 to 120 days after fitting a new one	☐	☐	
Fluid	☐	☐	
Relief and pressure settings, by a qualified person	☐	☐	
Reservoir and suction strainer, at a fluid change	☐	☐	
Periodic inspection of the machine's lockout procedure, by an authorized employee other than those who use it	☐	☐	

07 Defects and sign-off

Defects found, or no defects

Work orders written

Signature