



# Tractor Inspection Report

**Personalized For:**

|                        |
|------------------------|
| Owner Name:            |
| Address:               |
| City, State, Zip:      |
| Job Number:            |
| Date:                  |
| Tractor Model:         |
| Tractor Serial Number: |
| Engine Hours:          |
| Optional Equipment:    |

# Completing the Inspection Report

## Instructions for the Service Technician:

1. Complete the customer information on the front of the booklet.
2. Review each item in the Inspection Guide and place a check in the appropriate column: N/A (Not Applicable), OK, Clean, Adjust, Repair, Replace.
3. For each item requiring action, place the estimated time for the work in the right hand column. (At the user's discretion, this may be an administrative function).
4. Record any comments that will be useful for the following:
  - Establishing parts required
  - Discussing the estimate with the customer
  - Historical service information
5. To complete the assessment, give a brief summary of the overall condition of the machine on the last page.

## Instructions for Service Administration/Parts Department:

1. Following the inspection, the required part numbers and their costs should be recorded on a parts list, with a cross reference to the appropriate check number in the Inspection Guide.
2. The total parts and labor costs should be summarized in the Cost Summary table on the last page, together with any additional costs incurred in carrying out the inspection (if applicable).
3. Attach the parts listing to the Inspection Guide Booklet.

The completed booklet (one copy should be prepared for the customer plus one copy for the Dealer) will give a thorough record of the inspection, providing valuable information for the Dealers and customer through the report on the condition of the equipment, the breakdown of the estimate and the service record.

| Check No.       | Item   | N/A | OK | Clean | Adjust | Repair | Replace | Comments | Time (Hrs) | Customer Initials |
|-----------------|--|-----|----|-------|--------|--------|---------|----------|------------|-------------------|
| 1               | Dynamometer check for engine performance on models w/PTO |     |    |       |        |        |         |          |            |                   |
| 2               | Lights/turn signals/emergency flashers                   |     |    |       |        |        |         |          |            |                   |
| 3               | Tires: air pressure                                      |     |    |       |        |        |         |          |            |                   |
| 4               | Coolant/antifreeze level, corrosion/leaks                |     |    |       |        |        |         |          |            |                   |
| 5               | Engine: air intake filter & connections                  |     |    |       |        |        |         |          |            |                   |
| 6               | Engine: high/low idle, injector                          |     |    |       |        |        |         |          |            |                   |
| 7               | Engine: change oil filters, fuel filters                 |     |    |       |        |        |         |          |            |                   |
| 8               | Clutch: free play (transmission brake where applicable)  |     |    |       |        |        |         |          |            |                   |
| 9               | Gear shift linkage and shifting                          |     |    |       |        |        |         |          |            |                   |
| 10              | PTO and PTO brake (for operation only)                   |     |    |       |        |        |         |          |            |                   |
| 11              | Hydraulic pressure/flows                                 |     |    |       |        |        |         |          |            |                   |
| 12              | Steering pressure/flow                                   |     |    |       |        |        |         |          |            |                   |
| 13              | Brakes   |     |    |       |        |        |         |          |            |                   |
| 14              | Transmission lubrication                                 |     |    |       |        |        |         |          |            |                   |
| 15              | Multipower   |     |    |       |        |        |         |          |            |                   |
| 16              | PTO  |     |    |       |        |        |         |          |            |                   |
| 17              | Difflock   |     |    |       |        |        |         |          |            |                   |
| 18              | Auziliary hydraulics – detent kick out                   |     |    |       |        |        |         |          |            |                   |
| <b>Subtotal</b> |  |     |    |       |        |        |         |          |            |                   |

| Check No.       | Item                            | N/A | OK | Clean | Adjust | Repair | Replace | Comments | Time (Hrs) | Customer Initials |
|-----------------|---------------------------------|-----|----|-------|--------|--------|---------|----------|------------|-------------------|
| 19              | 3-point operation               |     |    |       |        |        |         |          |            |                   |
| 20              | Batteries/charging circuits     |     |    |       |        |        |         |          |            |                   |
| 21              | Parking brakes/service brakes   |     |    |       |        |        |         |          |            |                   |
| 22              | Fluid reservoir breathers       |     |    |       |        |        |         |          |            |                   |
| 23              | A/C system heater               |     |    |       |        |        |         |          |            |                   |
| 24              | Indicator lights on dash        |     |    |       |        |        |         |          |            |                   |
| 25              | Service all grease fittings     |     |    |       |        |        |         |          |            |                   |
| 26              | All belts                       |     |    |       |        |        |         |          |            |                   |
| 27              | Tie rods (toe in)               |     |    |       |        |        |         |          |            |                   |
| 28              | Steering arms, spindle bushings |     |    |       |        |        |         |          |            |                   |
| <b>Subtotal</b> |                                 |     |    |       |        |        |         |          |            |                   |
| <b>Total</b>    |                                 |     |    |       |        |        |         |          |            |                   |

