

PRE-OPERATIONAL CHECKLIST FOR

Counter-balanced lift truck (forklift)



NAME DATE TRUCK No CAPACITY

All the items in the "ITEMS TO BE CHECKED" column must be checked by operators before operating equipment.

Indicate whether each item is in a serviceable condition (using a tick) or not (using a cross). If irrelevant, write n/a in the comments section. If defective, comment on the exact nature of the defect and do not operate until reported and corrected. A new checklist then needs to be filled in and retained indicating that all parts are serviceable.

PERSONAL PROTECTIVE EQUIPMENT REQUIRMENTS

Safety belt, overall, reflective jacket, hard hat in hard hat areas and safety boots.



PRE-OPERATIONAL ITEMS TO BE CHECKED





COMMENTS


360° WALK AROUND		
BODY CONDITION		
COUNTERWEIGHT CONDITION		
TOWING PIN SECURE		
OVERHEAD GUARD CONDITION AND SECURENESS		
CAPACITY PLATE - VISIBLE		
LOAD CHART - VISIBLE		
NUMBER PLATE - VISIBLE		
WORKING LIGHTS IN GOOD CONDITION		
INDICATOR LIGHTS IN GOOD CONDITION		
WHEELS		
GOOD CONDITION		
TYRE PRESSURE		
BOLTS		
DRIVER'S CABIN		
SEAT IN GOOD CONDITION AND ADJUSTABLE		
SEATBELT WORKS PROPERLY		
REAR VIEW MIRROR IN GOOD CONDITION		
STEERING WHEEL IN GOOD CONDITION		
INSTRUMENT PANEL IN GOOD CONDITION		
FLOOR PLATE FREE OF DEBRIS, OIL, GREASE, ETC.		
MAST ASSEMBLY		
NO EXCESSIVE WEAR OR WELDING CRACKS		
UPRIGHT MOUNTS SECURE AND IN GOOD CONDITION		
ROLLER BEARINGS IN GOOD CONDITION		
LIFTING CHAINS SECURE AND IN GOOD CONDITION		
LIFTING CHAINS LUBRICATED		
FORK ASSEMBLY		
LOAD BACKREST SECURE AND IN GOOD CONDITION		
FORK CARRIAGE SECURE AND IN GOOD CONDITION		
FORKS ALIGNED, FREE OF BENDING AND CRACKS		
FORK RETAINER PINS SECURE		

**Never rush an inspection.
Remember: your reputation is on the line!**

Continued overleaf

ENGINE CHECKS ITEMS TO BE CHECKED		COMMENTS
GENERAL CHECKS		
OIL, FUEL OR WATER LINE LEAKS (CHECK GROUND)		
FUEL SYSTEM – PETROL/DIESEL/GAS LEAKS, FUEL CAP SECURE		
ENGINE OIL – LEVEL; COLOUR		
BRAKE FLUID RESERVOIR – LEVEL, LEAKS (IF APPLICABLE)		
BATTERY – ELECTROLYTE, TERMINALS, HOLD DOWN		
BATTERY – BREATHERS, ACID BUILD UP		
DRIVE BELT – CONDITION, TENSION		
EXHAUST SYSTEM – CONDITION		
HYDRAULICS SYSTEM		
OIL LEVEL GOOD - NOT OVERFILLED		
CYLINDERS SECURE AND IN GOOD CONDITION		
VALVE BANK IN GOOD CONDITION - NO LEAKS		
PIPES AND VALVES SECURE AND IN GOOD CONDITION		
LEVERS IN GOOD CONDITION		
COOLANT SYSTEM		
COOLANT LEVEL		
CONDITION OF PIPES, LEAKS		
RADIATOR CORE		
FAN BELT CONDITION AND TENSION		
FAN BLADES CONDITION		
WATER PUMP CONDITION, SECURENESS OR LEAKS		
AIR INTAKE CONNECTIONS; AIR RESTRICTION INDICATOR		

START-UP ITEMS TO BE CHECKED		COMMENTS
WORK LIGHTS WORK		
INDICATORS WORK		
HAZARD LIGHTS WORK		
HOOTER WORKS		
INSTRUMENT PANAL – INDICATORS AND GAUGES ALL LIGHT UP AFTER IGNITION		
INSTRUMENT PANAL – INDICATORS AND GAUGES ALL SWITCH OFF (NO FAULTS INDICATED)		
HOUR METER – NOT YET DUE FOR A SERVICE		
REAR VIEW MIRRORS – CORRECTLY ADJUSTED		
START-UP – GLOW PLUGS WORK (IF APPLICABLE)		
STEERING WHEEL – PLAY ACCEPTABLE		
GEARS CHECK – (FORWARD AND REVERSE)		
BRAKES – WORKS AFTER TESTING		
PARK BRAKES – WORKS AFTER TESTING		
REVERSE SIREN - WORKS		
TRANSMISSION – OIL LEVEL (IF APPLICABLE)		
HYDRAULICS		
LIFT – FUNCTIONS, LEAKS, ROD CONDITION		
TILT – FUNCTIONS, LEAKS, ROD CONDITION		
SIDE SHIFT – FUNCTIONS, LEAKS, ROD CONDITION		
ATTACHMENTS – FUNCTIONS CORRECTLY, LEAKS		

IN-OPERATIONAL ITEMS TO BE CHECKED		COMMENTS
HOLDS WITH A LOAD ATTACHED		

OPERATOR SIGNATURE

DATE