

FORKLIFT TRUCK PRE-USE INSPECTION SHEET



Make & Model	
Fleet No	
Serial No	

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		/ /	/ /	/ /	/ /	/ /	/ /	/ /
Checks before starting truck	1	Forks / Attachment						
	2	Carriage plate						
	3	Load guard						
	4	Mast						
	5	Mast rollers / slides						
	6	Lift chains / pulleys						
	7	Hydraulics						
	8	Wheels & tyres						
	9	External condition						
	10	Oil Levels						
	11	Coolant / water						
	12	Controls & rating plate						
	13	Seat & restraints						
Engine running	14	Warning indicators						
	15	Lights & beacon						
	16	Audible devices						
	17	Hydraulic functions						
	18	Drive & Braking						
	19	Steering						
		Operator initials when checks complete						

Additional Comments	

- Inspect forklift at the start of each shift according to the daily check sheet.**
- Return completed sheets to the relevant authority at the end of each week.**
- Report all faults / damages to the Shift Supervisor or the relevant authority.**
- In the event of serious faults remove the key and tag the truck 'FAULTY. DO NOT OPERATE'.**