

REACH TRUCK PRE-USE INSPECTION SHEET



Make & Model	
Fleet No	
Serial No	

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		/ /	/ /	/ /	/ /	/ /	/ /	/ /
1	Forks							
2	Carriage plate							
3	Load guard							
4	Mast							
5	Mast rollers & slides							
6	Lift chains & pulleys							
7	Wheels & tyres							
8	Reach legs & channels/stops							
9	Hydraulics							
10	Battery condition							
11	External condition							
12	Controls & rating plate							
13	Seat & restraints							
14	Warning indicators							
15	Hydraulic functions							
16	Drive & Brakes							
17	Oil leaks							
18	Beacon							
19	Audible devices							
20	Enter run hours							
	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'.**