

FORKLIFT CHECKLIST

DAY:

DATE:

TRUCK ID:

HOURS:

NAME:

SIGNED:

E.g. This check list must be completed at the start of each day by the operator / or every Friday morning by the mechanic / or describe here...

Daily checklists must be kept for a minimum of 90 days.

Check the box if OK <input type="checkbox"/>		Operator comment below if not OK	Supervisor Actions if fault found
Capacity plate and maintenance log	<input type="checkbox"/>		DO NOT OPERATE UNSAFE EQUIPMENT - SECURE MACHINE AND REPORT FAULTS TO A SUPERVISOR IMMEDIATELY Supervisor comments:
Leaks under truck - hydraulic oil, coolant etc	<input type="checkbox"/>		
Tire and wheel condition	<input type="checkbox"/>		
Forks - retaining pin, heel condition	<input type="checkbox"/>		
Load backrest and carriage	<input type="checkbox"/>		
Hoses, chains, mast condition	<input type="checkbox"/>		
Overhead guard condition	<input type="checkbox"/>		
Battery acid level, cable and connector	<input type="checkbox"/>	Electric only	
UNDER HOOD petrol diesel LPG			
Engine oil	<input type="checkbox"/>		
Coolant, fan belt and radiator condition	<input type="checkbox"/>		
Battery condition	<input type="checkbox"/>		
AFTER START CHECKS			
Seat belt or driver restraint system	<input type="checkbox"/>		
Horn, lights, warning devices	<input type="checkbox"/>		
Drive controls and pedals	<input type="checkbox"/>		
Lift and Tilt controls (function test)	<input type="checkbox"/>		
Side shift or other controls or attachment	<input type="checkbox"/>		
Hydraulic fluid (passed function test)	<input type="checkbox"/>		
Parking brake	<input type="checkbox"/>		SUPERVISOR:
Service brake	<input type="checkbox"/>		SIGN:
Steering	<input type="checkbox"/>		DATE:

TEMPLATE

Company logo and details can go here. Request the free editable MS-Publisher document and do it yourself or VerifyME.kiwi can customise this CHECKLIST for \$99 + GST. Version 20.10