Forklift Daily Pre-Use Check

Operator pre-shift check of a forklift: tyres, forks, chains, hydraulics, brakes, steering, lights and warning devices.

Truck

Truck ID / barcode *	
Hour meter reading *	
Operator name *	
Date *	_____ / _____ / _____
Shift	☐ Early ☐ Late ☐ Night ☐ Day

Checks

Item	OK	Defect	N/A
Tyres and wheels *	☐	☐	☐
Forks, heel and locking pins *	☐	☐	☐
Mast, chains and rollers *	☐	☐	☐
Hydraulic hoses, no leaks *	☐	☐	☐
Fluid levels (oil, coolant, hydraulic) *	☐	☐	☐
Battery / LPG / fuel level and connections *	☐	☐	☐
Seat and seat belt *	☐	☐	☐
Overhead guard *	☐	☐	☐
Service and parking brakes *	☐	☐	☐
Steering *	☐	☐	☐
Horn *	☐	☐	☐
Lights and beacon *	☐	☐	☐
Reversing alarm *	☐	☐	☐
Lift, tilt and side-shift controls *	☐	☐	☐
Data plate legible *	☐	☐	☐

Result

Is the truck safe to use? *	☐ Yes ☐ No - reported and taken out of use
Defects found	

Defect photo	*Attach photo or sketch*
Operator signature *	

* Required