Forklift Service Report

Planned maintenance record for a lift truck: engine or electrics, hydraulics, mast, brakes, steering and safety devices.

Truck

Customer name *	
Site name	
Site address	
Job reference	
Date of visit *	_____ / _____ / _____
Time on site	_____ : _____
Time off site	_____ : _____
Truck make	
Truck model	
Truck serial number	
Truck ID / barcode	
Truck location	
Hour meter reading *	
Power type *	☐ Diesel ☐ LPG ☐ Electric ☐ Hybrid
Service type *	☐ A service ☐ B service ☐ C service ☐ Repair ☐ Breakdown

Service checks

Item	Pass	Fail	N/A
Engine oil and filter / battery condition *	☐	☐	☐
Air and fuel filters *	☐	☐	☐
Coolant and radiator *	☐	☐	☐
Hydraulic oil level and filters *	☐	☐	☐
Hoses and fittings *	☐	☐	☐
Mast, chains and rollers lubricated *	☐	☐	☐
Fork wear checked *	☐	☐	☐
Brakes adjusted *	☐	☐	☐

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Forklift Service Report

Item	Pass	Fail	N/A
Steering and axle *	☐	☐	☐
Tyres *	☐	☐	☐
Seat belt and seat switch *	☐	☐	☐
Lights, horn and alarms *	☐	☐	☐
Load test *	☐	☐	☐

Parts used

Part description	Part number	Quantity

Result

Truck left serviceable? *	☐ Yes ☐ No
Recommendations	
Additional comments	
Engineer name *	
Engineer signature *	
Date signed *	_____ / _____ / _____
Customer name (print)	

Customer signature	

* Required