Forklift Pre Start Checklist

Pre start checklist is to be completed every shift prior to using the equipment. Operator is to initial when

inspected, Supervisor is to review the checklist and sign off at the end of each week.

Seat Belts to be worn where fitted.

Forklift Type............................................................ Forklift Number.......................................................................

Date (Week Commencing Mon).............................

**M T W T F S S**

**Initials of person doing inspection**

**Check if item is acceptable, cross if it is not**

TYRES – check they are in good condition, intact with rim. Look for visual

wear or damage. Check tyre pressure

FLUIDS – check oil, hydraulics, battery, fuel and coolant for leaks including

hoses under fork lift

STRUCTURE – check for cracks, bends, dents, distortion or broken parts.

Check apron & overhead guards are intact & secure

TINES/FORKS – check they are evenly spread with locking pins in place.

Check there is no sharp edges or distortion

MAST – check chains are level with no obstructions, rams not pitted or

leaking. Check for any wear to lift chains and guides, inspect hydraulic

cylinders, look for any leaks

BATTERY – check it is operational and for any damage

BATTERY CHARGE – discharge meter in full green or 75% after raising forks

(where applicable)

GAS OPERATED FORKS – check gas levels are ok and gas cylinder is not

damaged damage. Check gas cylinder is secure

ENGINE BAY – check it is generally clean?

Hydraulic oil-brake pads and brake fluid (cb machines only).

CONTROLS (pre start) – check seat condition. Check controls are clearly

marked, seat & steering wheel are secure & properly adjusted. Seat belt

(where fitted) works as intended.

CONTROLS (post start) – check controls and pedals are working. No unusual

noises.

CAPACITY/LOAD PLATE – check load-capacity plate if fitted, legible and

correct. What is your safe working load (inc when travelling, tilted & lifting)?

REVERSE BUZZER & HORN – check working

LIGHTS & BEACON – check working

STEERING – check smooth from lock to lock, no binding

BRAKES – check both brake & park brake for proper operation

SAFTEY PEDAL – check the motor cuts out

POWER DISCONNECT – check all electric power cuts out

HYDRAULICS – Operate lift, tilt & reach to full extent of travel

GUARDS – check overhead, load backrest

ATTACHMENTS – check they function correctly, no unusual noises

If any items above are not working, the forklift is to be tagged out and reported to the supervisor for repair.

Description of Issue………………………………………………………………………………………………………………

Date and time tagged out:….…………………… Tagged out by:…………………….. Returned To Service:………….

Weekly Supervisor sign off………………………………………………….