Forklift Pre Start Checklist

Pre Start Checklist is to be completed every day 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: Linde H30T Forklift Number _____

Date (Week Commencing Mon) / /

Name of person doing inspection _____ **Initials:** _____

Tick ✓ if item is acceptable, cross X if not

	Mon	Tues	Wed	Thu	Fri	Sat	Sun
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: / / : am/pm

Tagged out by: _____ Returned To Service: _____

Weekly Supervisor sign off: _____ Date: / /