TAGPOINT.

Forklift pre-use check

The operator's check at the start of every shift, before the truck is used. One sheet per truck per week.

SITE _____ TRUCK OR FLEET NUMBER _____

TRUCK TYPE _____ WEEK COMMENCING _____

HOW TO USE THIS SHEET

1. Check the truck before each shift and mark that shift's column. One shift a day? Use AM.
2. Write any fault below and tell your supervisor. Do not use the truck until it is safe.
3. Initial the column even when everything is OK.

KEY

✓ OK ✗ Fault: write it below, tell your supervisor

– Not fitted

Check at the start of each shift		Mon		Tue		Wed		Thu		Fri		Sat		Sun	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Battery or fuel	**Battery charge or fuel level** enough for the shift														
	Battery connector and cables not damaged														
	Gas bottle and hose secure, no damage or gas smell														
Forks and carriage	**Forks** no cracks, bends or worn heels														
	Fork locking pins in place and locking														
	Carriage and attachments secure, not damaged														
Mast, chains and pulleys	**Mast** no damage or cracked welds														
	Lift chains even tension, oiled, no damaged links														
	Chain anchors and pulleys secure, pulleys turn freely														
Tyres and wheels	**Tyres** no cuts, chunks out or bad wear														
	Wheels and wheel nuts secure, none missing														
Lights, horn and alarms	**Lights** head and work lights work														
	Beacon and blue spot work, where fitted														
	Horn works														
	Reversing alarm sounds in reverse														
Hydraulics	**Lift** forks rise smoothly														
	Lower smooth, no creeping down when stopped														
	Tilt forward and back, holds its position														
	Sideshift moves both ways, where fitted														
	Leaks none from hoses, rams or fittings														
Driving controls	**Seat** secure, adjusts; seat switch works														
	Steering smooth, no excessive play														
	Service brake stops the truck smoothly														
	Parking brake holds the truck														
	Seat belt or operator restraint fastens, not damaged														
Guards and plates	**Overhead guard and load backrest** secure, not damaged														
	Data plate fitted and readable														
	Hour meter														
	Operator's initials														

Faults Write each fault, who you told and what was done.

Date and shift	Fault found	Reported to	Action taken	Signed off by

TRUCK TAKEN OUT OF USE Yes No

BY _____

DATE AND TIME _____

BACK IN USE AFTER REPAIR (DATE AND SIGNED) _____

Relates to: PUWER 1998 and LOLER 1998, and HSE's L117 for rider-operated lift trucks, which expects the operator to check the truck at the start of every shift. Free to copy and adapt. Not legal advice.

Try this check on your phone

Scan the code and do it on FLT 03, a counterbalance truck at our live demo site. No app, no sign-in.

Then run it on your own, free for 30 days:
tagpoint.co.uk/forklift-plant-checks/