



# FORKLIFT TRUCK CHECKLIST

**Operator:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Forklift Serial No:** \_\_\_\_\_

NB: Boxes to be ticked (✓) as items are sighted on the forklift.

✓	Item	Comment
<input type="checkbox"/>	Tyres - inflated, free of excessive wear or damage and nuts are tight	
<input type="checkbox"/>	Truck body - free of excessive lint, grease or oil	
<input type="checkbox"/>	Tines and mast - not bent, worn or cracked	
<input type="checkbox"/>	Load backrest extension - in place and not bent, cracked or loose	
<input type="checkbox"/>	Attachments (if equipped) - operate okay and are not damaged	
<input type="checkbox"/>	ROPS (roll-over protective structures) / FOPS (falling object protective structures) - not bent, worn or cracked	
<input type="checkbox"/>	Load rating plate - present and readable	
<input type="checkbox"/>	Attachments added to manufacturer's compliance plate	
<input type="checkbox"/>	Lubricants - engine oil is full and not leaking	
<input type="checkbox"/>	Lubricants - brake fluid is full and not leaking	
<input type="checkbox"/>	Lubricants - hydraulic oil is full and not leaking	
<input type="checkbox"/>	Lubricants - radiator coolant is full and not leaking	
<input type="checkbox"/>	Fuel - adequate fuel and not leaking	
<input type="checkbox"/>	Engine - no obvious leaks, no indication of mechanical fault or sparks	
<input type="checkbox"/>	Battery connections are tight	
<input type="checkbox"/>	Guards and covers - are fixed and secure	
<input type="checkbox"/>	LPG compliance plate - present and readable	
<input type="checkbox"/>	LPG cylinder (if equipped) - secured and not damaged	
<input type="checkbox"/>	Warning decals and operators' manual - present and readable	
<input type="checkbox"/>	Mirrors (if equipped) - clean, correctly adjusted, and undamaged	
<input type="checkbox"/>	Windows (if equipped) - clean and undamaged	
<input type="checkbox"/>	Seat belt / restraint - operational, clean and undamaged	
<input type="checkbox"/>	Horn - operational	
<input type="checkbox"/>	Indicators (if equipped) - operate correctly, and undamaged	
<input type="checkbox"/>	Lights (parkers, head, tail, indicators) - operate correctly, and undamaged	
<input type="checkbox"/>	Warning devices (lights/sounders) - operate correctly, and undamaged	
<input type="checkbox"/>	Gauges and instruments - operate correctly, and undamaged	
<input type="checkbox"/>	Lift and lower - operates correctly without excess drift	
<input type="checkbox"/>	Tilt - operates correctly without excessive drift or 'chatter'	
<input type="checkbox"/>	Control levers - labelled, not loose or binding, freely return to neutral	
<input type="checkbox"/>	Steering - smooth and responsive, free of excessive play	
<input type="checkbox"/>	Brakes - work and function smoothly without grabbing	
<input type="checkbox"/>	Park brake - will hold the forklift on an incline	

**This checklist is to be completed regularly, and a copy sent to the supervisor for approval.**