

# Forklift Truck Operator Pre-Use Checks

## Visual Checks

- General Condition.
- Forks.
- Carriage Plate.
- Mast.
- Back Rest Extension / Load Guard.
- Lift Chains.
- Tyres.
- Wheels.
- Overhead Guard / Roll Over Protection Frame.
- Energy Source.
- Hydraulics.
- Identification / Rating Plate.
- Operator's Compartment.
- Access.
- Lights, Windscreen and Mirrors (if fitted).
- Fire Extinguisher (if fitted).

## Working Environment

- No evidence of leaks.
- No obstructions (overhead or in working area).
- Correct forklift type for working environment.



## If used on the Public Road

- Forklift truck registered and number plate (front and rear) displayed, clean and legible.
- Valid tax and insurance disc displayed.
- Road lights (side, head, rear, stop and number plate lights) in place, clean, correct colour and working correctly.

**Note:** Head, stop and direction indicator lights are not required if the truck cannot exceed 12 miles per hour (19 Kilometres per hour) provided that the driver is clearly visible on all sides, can give hand signals to other traffic and the vehicle is not used during lighting-up hours except in an adequately lit public place.

## Practical / Operational Checks

- Seat.
- Safety Belt.
- Ignition and Electrical Systems.
- Reversing Alarm and Horn.
- Warning Lights and Lights (if fitted).
- Hydraulic Controls.
- Brakes (Foot & Parking).
- Clutch and Gearshift.
- Steering.
- Exhaust.
- Noise.

## Thorough Examination

- Thorough examination carried out every 12 months (every 6 months if used to lift persons) by a competent person and test certificate available.

# Forklift Truck Operator Pre-Use Checks

Vehicle Serial / Identification Number \_\_\_\_\_

Check Items

✓ OK    ✗ DEFECT

Visual Checks

|    |                                                                                                                                                                                                                                                                                                                                                                                                                               |                          |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1  | <b>General:</b> Good condition with no damage, excessive dirt or rust. Any defects previously noted repaired.                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> |
| 2  | <b>Forks:</b> Correctly positioned, not damaged, cracked, bent or worn. Anchor pins secure and not worn, loose or bent.                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> |
| 3  | <b>Carriage Plate:</b> No damage or distortion, sitting square to the mast and lubricated. End stop bolts engaged and secure.                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> |
| 4  | <b>Mast:</b> No damage, distortion or cracks. No undue wear, scoring, dirt or foreign bodies in channels. End stops secure. Rollers, no uneven wear or incorrect tracking. Slides intact and secure.                                                                                                                                                                                                                          | <input type="checkbox"/> |
| 5  | <b>Back Rest Extension / Load Guard:</b> In good condition, secure with no distortion or cracks.                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> |
| 6  | <b>Lift Chains:</b> Not damaged worn or stretched, no broken links or rust. All pins in place.                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> |
| 7  | <b>Tyres:</b> No damage, excessive dirt or wear, rust, cracks, splits or separation of tyres and rims. Pneumatic tyres correct air pressure.                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> |
| 8  | <b>Wheels:</b> Undamaged and free from obstruction and debris. All nuts secure and in place.                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> |
| 9  | <b>Overhead Guard / Roll Over Protection Frame:</b> Secure, undamaged with no loose items.                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> |
| 10 | <b>Energy Source:</b> <ul style="list-style-type: none"><li><b>Gas or Diesel:</b> Engine oil, fuel and radiator water level correct. Gas bottle secured, no rust, corrosion or damaged pipes, hoses or seals.</li><li><b>Electric:</b> Electrolyte level, battery plug and connections correct. Power cable intact, connected and secure. No exposed wires, battery brackets secure and battery adequately charged.</li></ul> | <input type="checkbox"/> |
| 11 | <b>Hydraulics:</b> No damage or fluid leaks, no splits in hoses, no leaks around fittings.                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> |
| 12 | <b>Identification / Rating Plate:</b> Intact, clean and legible.                                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> |
| 13 | <b>Operator’s Compartment:</b> Clean with no loose items.                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> |
| 14 | <b>Access:</b> Steps and grab handles in good condition and clean.                                                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/> |
| 15 | <b>Lights, Windscreen and Mirrors (if fitted):</b> Clean and undamaged.                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> |
| 16 | <b>Fire Extinguisher (if fitted):</b> Secure and charged.                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> |

Operational Checks

|    |                                                                                                             |                          |
|----|-------------------------------------------------------------------------------------------------------------|--------------------------|
| 17 | <b>Seat:</b> Good condition, secure and adjusted correctly.                                                 | <input type="checkbox"/> |
| 18 | <b>Safety Belt:</b> Accessible, in good condition and working correctly.                                    | <input type="checkbox"/> |
| 19 | <b>Ignition &amp; Electrical System:</b> Working correctly. All gauges and instruments visible and working. | <input type="checkbox"/> |
| 20 | <b>Reversing Alarm and Horn:</b> Working correctly and audible.                                             | <input type="checkbox"/> |
| 21 | <b>Warning Lights &amp; Lights (if fitted):</b> Working correctly.                                          | <input type="checkbox"/> |
| 22 | <b>Hydraulic Controls:</b> Working smoothly and correctly.                                                  | <input type="checkbox"/> |
| 23 | <b>Brakes (Foot &amp; Parking):</b> Working correctly.                                                      | <input type="checkbox"/> |
| 24 | <b>Clutch &amp; Gearshift:</b> Working smoothly and correctly.                                              | <input type="checkbox"/> |
| 25 | <b>Steering:</b> Working correctly with no excessive play.                                                  | <input type="checkbox"/> |
| 26 | <b>Exhaust:</b> No excessive smoke, sparks or flames.                                                       | <input type="checkbox"/> |

Defect Details

Operator’s Signature

Date

Manager’s / Supervisor’s Signature

Date

Note: This is a sample operator pre-use forklift truck checklist. It is recommended that employers prepare their own operator pre-use checklists, taking account of the manufacturer’s recommendations, the type and use of their own forklift trucks.