



FORK LIFT TRUCK DAILY CHECKLIST

Hour Meter End:

Date:

Hour Meter Start:

Job Number:

Hours Operated:

ALL TRUCKS	OK	DEFECT	PETROL/DIESEL/LPG	OK	DEFECT
Faults Previous Day			Fuel Level		
Obvious Leaks			Fuel Connectors		
Hydraulic Fluid Levels			Engine Oil Level		
Mast & Carriage			Coolant Level		
Chains & Fixing Bolts			Battery		
Forks			Fan / Other Belts		
Backrest / Extension			Inching Pedal		
Seat & Seat Belt			LPG Bottle Security		
Attachments			ELECTRIC	OK	DEFECT
Service Breaks			Electrolyte Levels		
Tyres / Wheels / Nuts			Cable Connections		
Parking Brake			General Cleanliness		
Operating Controls			Battery Security		
Alarms			OTHER CHECKS	OK	DEFECT
Gauges / Instruments			A.		
Bodywork			B.		
Operating System			C.		
Other Warning Devices			D.		
Lights / Beacon			DEFECTS:		
Warning Lights					
Safety Guards / Covers					
Horn					

Operator (print)

Operator (signature)

Supervisor (print)

Supervisor (signature)

Daily Checks - What to Look for:

All Trucks	
Faults Previous Day	Check the previous page (or book). This will identify what may have been wrong the previous day or shift. You should check these items carefully to ensure that the fault has been rectified.
Obvious Leaks	Check the floor, beside and under the truck.
Hydraulic Fluid Level	Check the level in the reservoir.
Mast and Carriage	Visually check for any damage or foreign items. Check also for appropriate lubrication.
Chains and Fixing Bolts	Visually check for damaged links, obvious stretching and appropriate lubrication. Visually check the fixing bolts for any sign of damage.
Forks	Visually check for any sign of cracks, especially at the heels, or any other sign of damage or excess wear. Check securing pins.
Backrest/ Extension	Visually check for damage or debris. Bent or otherwise damaged metal is weakened and may be dangerous.
Attachments	Check for the actual security of the attachment, at its fixing or locking points, and check any hydraulic or other connections. Some attachments may need additional checks. Only check and use attachments if you have been trained to do so.
Tires/Wheels/ Nuts	Check all tires for obvious damage, including cuts and tread wear. Check pneumatic tires for the correct pressure. Check wheels for damage, especially to the rims, and check that wheel nuts are tight.
Seat and Seat Belt	Check that the seat is correctly fixed to the truck and not loose or damaged. Check that the seat belt or other restraint is properly secure and unclipped correctly.
Steering	Check the steering feels normal and there is no undue play or unusual movement.
Service Brakes	Check the brakes feel normal and work efficiently.
Parking Brake	Check the parking brake works efficiently and releases correctly.
Operating Controls	Check that all foot and hand controls operate correctly and are not obstructed in any way.
Operating System	If the truck is fitted with computerized systems check to ensure that they have initialized and are working correctly.
Warning Lights	Check for the correct operation of all warning lights. If a light stays on, and you are not sure of its meaning, check the user manual or seek further advice. Do not use the truck with a warning light illuminated if you do not know it is still safe!
Gauges / Instruments	Check that all gauges and other instruments are working correctly.
Lights / Beacon	Check for correct operation.
Horn	Check for correct operation.
Alarms	Check for correct operation.

Daily Checks - What to Look for:

All Trucks	
Other Warning Devices	Make sure you know what is fitted to the truck. Check all for correct operation.
Safety Guards and Covers	Check all are properly fastened and secured. A flapping cover can be a hazard to your colleagues as well as yourself.
Bodywork	Visually check around the vehicle. Damaged bodywork may indicate other problem areas on the truck. Check the areas carefully. Damaged bodywork may indicate damage to racking or other equipment. Report what you find so that your supervisor can check it out.
Petrol/Diesel/LPG	
Fuel Level	Check the fuel and refuel as needed. Remember to wear protective gloves and keep away from cigarettes or other fire hazards.
Engine Oil Level	Check and top up as needed.
Coolant Level	Check and top up as needed.
Battery	Ensure the battery is secure and clean. Check the level of distilled water and top up as needed. Wear eye protection and gloves.
Fan/Other Belts	Check for correct tension and obvious damage.
Inching Pedal	Check for correct operation.
LPG Bottle Security	Check the bottle is secure and clamps are fully tightened. Ensure connections are secure.
Electric	
Electrolyte Levels	Check the electrolyte levels of all cells.
Cable Connections	Check they are clean and properly secure.
General Cleanliness	Ensure the battery area is clean and clear from debris.
Battery Security	Ensure the batteries are secure within their compartment and that any protective hatches are properly closed.
Other Checks	
	Other items may need to be checked. These may be listed on a separate sheet. Discuss this with your supervisor.
	Remember, if you are not sure about anything at all, ask your supervisor.