



The Forklift Company Ltd, Units 1-4 Knowle Hill Business Park, Knowle Hill, Hurley. CV9 2JE

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FORKLIFT TRUCK PRE SHIFT INSPECTION SHEET

COMPANY NAME: _____

TRUCK MAKE: _____ MODEL: _____ SERIAL NO. _____

TO BE COMPLETED AT THE BEGINNING OF EACH SHIFT TO MAINTAIN FORKLIFT CONDITION AND SAFETY

DESCRIPTION OF AREA TO CHECK	MON	TUE	WED	THU	FRI	SAT	SUN
ENGINE OIL LEVEL							
ENGINE COOLANT LEVEL							
TRANSMISSION OIL LEVEL							
TYRE CONDITION							
WHEEL NUTS - PRESENT							
BATTERY ELECTROLYTE LEVEL							
HYDRAULIC OIL LEVEL							
SEAT SWITCH OPERATION							
CHAIN CONDITION							
LIFT OPERATION							
TILT OPERATION							
SIDESHIFT OPERATION- IF TILTED							
OPERATION OF OTHER ATTACHMENT(S)							
HORN OPERATION							
LIGHTS OPERATION							
REVERSE ALARM OPERATION (IF FITTED)							
WARNING STROBE OPERATION (IF FITTED)							
FOOT BRAKE OPERATION							

PARKING BRAKE OPERATION							
STEERING OPERATION							
OPERATION OF INSTRUMENTS/DISPLAY							
FORK CONDITION							
FORK LATCH PIN OPERATION							
FORK END STOPS/CENTRE BOLT PRESENT							
OVERHEAD GUARD CONDITION							
LOAD BACKREST CONDITION (IF FITTED)							
SEAT BELT OPERATION & CONDITION							
EMERGENCY AUTO REVERSE (PEDESTRIAN MACHINES)							
GATE/PLATFORM INTERLOCKS (MAN UP MACHINES)							
DATE							
OPERATOR INITIALS							
SUPERVISOR INITIALS							
COMMENTS:							

N.B. ALL FAULTS MUST BE REPORTED TO MANAGEMENT IMMEDIATELY

Electric Forklift batteries must never be allowed to drop below 20% charge. Discharging the battery below this level will cause damage, and may cause charging problems. Any visits to site relating to over-discharged batteries will not be covered by warranty or hire maintenance, and will be charged for at our standard hourly service rates.