



Forklift Truck and Racking Checklist – to be completed daily prior to use

Month: _____

Forklift Make : _____ Model : _____ Serial Number : _____ Type : Electric / LPG

FORK LIFT	CHECK FOR	APPLICABLE YES / NO	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st			
Forks	Cracks, Distortions, Pins Secure																																			
Carriage Plate	Stop Bolts Secure																																			
Backrest Extension	Secure, Distortion																																			
Mast	Damage, Obstructions																																			
Lift Chain	Damaged Links, Dirt, Wear																																			
Reach Channels	Dirt, Wear																																			
Wheels	Tyre Pressure, Damage, Wear																																			
Battery Lids	Secure, Damage																																			
Battery Leads	Damage, Corrosion																																			
Overhead Guard	Secure, Damage																																			
Seat	Secure, Damage																																			
Seat belts	Working																																			
Cockpit	Damage, Dirt																																			
Hydraulic Oil	Correct Level																																			
Engine Oil	Correct Level																																			
Coolant	Correct Level																																			
Brake Fluid	Correct Level																																			
Fuel	Batteries Charged, LPG																																			
Controls	Steering, Lights Brakes Hydraulics																																			
Horn	Working																																			
WAREHOUSE RACKING	CHECK WEEKLY:																																			
Racking Uprights/ Beams and Braces	Free from Impact damage/ bending of beams																																			
Racking beam pins	Pins in place for all beams																																			
Racking floor footplates/fixings	Secure fixing / damage free																																			
Racking Wall fixing	Secure fixing / damage free																																			
Decking boards	Damage free																																			
Load Notices	Present and visible																																			
Stored pallets	Load safe/ limited overhang																																			
	Checks Completed By	Initial																																		

ISSUES NOTED

Detail items not to standard, date and action taken:

