

# Weekly Lift Truck Pre-Use Check Sheet

Week Number :		Lift Truck Make :		Lift Truck Model :		Fleet No . :	
Motive Power :	Elec	Gas LPG	Diesel	Working Department :		Supervisor Name :	

Item Check	Checks to Make	Mon		Tues		Wed		Thurs		Fri		Sat		Sun		Date Reported
		Good	Defect	Good	Defect	Good	Defect	Good	Defect	Good	Defect	Good	Defect	Good	Defect	
1	Capacity Plate	Is it present?														
2	Fork Arms	Cracks / Level / Pins / Tips / Heels														
3	Carriage Plate	Distortion / Worn / Stop Bolts														
4	Backrest Extension	Distortion / Welds / Security														
5	Mast	Distortion / Straightness														
6	Mast Rollers & Slides	Foreign Bodies														
7	Lift Chains	Slack? / Pins / Lubrication														
8	Chain Pulleys	Excessive Wear														
9	Hydraulic Pipes	Couplings / Leaks / Worn														
10	Hydraulic Cylinders	Leaks / Condition														
11	Wheels	Wheel Nut Security														
12	Tyres	Worn Tred / Chunks Missing														
13	Lights	Condition														
14	Exhaust	Condition														
15	Overhead Guard	Security														
16	External Condition	Overall Condition														
17	Gas Bottle	Secure and Connected														
18	Battery	Bad Smell / Condition														
19	Operating Position	Clear of Obstructions														
20	Operators Seat	Security														
21	Starting Procedure	Warning Lights/Charged														
22	Seat Belt	Present/Working Order														
21	Lights	Working Order														
22	Audible Warnings	Horn/Reverse Siren - Working														
23	Hydraulic Controls	Working Order														
24	Foot/Hand Brakes	Working Order														
25	Steering	Working Order														
<b>Operator Signature :</b>																
<b>Supervisor Signature :</b>																

NOTE: Manufacturers operators handbook must be consulted for a full inspection checklist