

Forklift Truck Pre-Start Checklist

- This checklist is to be completed every day prior to using the equipment. Consideration should be given to completing the checks at the start of the day before activities commence where there is time pressure to complete the work.
- Operator is to initial when inspected and a supervisor is to review the checklist and sign off at the end of each week.
- This checklist does not replace the need for a thorough risk assessment of forklift operations in your area and it does NOT include all hazards related to the use of your forklift.
- Check the area in which the forklift will be operating for any hazards previously unidentified

Forklift Model **Serial number** **Date** (Week commencing Mon.).....

Checklist	Satisfactory						Initial		
	M	T	W	TH	F				
TYRES- look for visual wear or damage. Are they in good condition?	Y	N	Y	N	Y	N	Y	N	
FLUIDS- check oil, hydraulics, battery, fuel and coolant.	Y	N	Y	N	Y	N	Y	N	
SEATING- check condition and adjustment	Y	N	Y	N	Y	N	Y	N	
WARNING DEVICES- check visual and audible devices (strobe, horn, reversing beeper)	Y	N	Y	N	Y	N	Y	N	
MAST- check for any wear to lift chains and guides, inspect hydraulic cylinders, look for any leaks	Y	N	Y	N	Y	N	Y	N	
TINES- check for any signs of damage	Y	N	Y	N	Y	N	Y	N	
CAPACITY- check load capacity plate is fitted, legible and appropriate for the forklift/attachments	Y	N	Y	N	Y	N	Y	N	
Start forklift and check:									
CONTROLS- check all pedals and controls	Y	N	Y	N	Y	N	Y	N	
BRAKES- check brake and parking brake	Y	N	Y	N	Y	N	Y	N	

If any items above are deemed unsatisfactory, the forklift is to be tagged out and reported to the supervisor.

Description of Issue:.....

Date and time tagged out:..... Tagged out by:.....

Returned To Service:.....

End of Week sign off

Supervisor Name:		Supervisor Signature:		Date:	
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