

# Forklift Truck Pre-Use Checklist

**STRATA**

Stand Safe  
Work Comfortably

Week Beginning:

All operators are **legally required** to undertake and record preoperational check of their truck.

		Mon	Tues	Wed	Thur	Fri	Sat	Sun
<b>1.0</b>	<b>Either: GAS CYLINDER</b>							
1.1	Fitted Arrow Down & Secure							
1.2	Coupling Tight							
1.3	Supply Hose undamaged							
<b>1.0</b>	<b>Or: CHARGING COMPLETE</b>							
1.1	Isolate Charger and Mains							
1.2	Inspect Cables and Connectors							
1.3	Store cables safely off floor							
<b>2.0</b>	<b>VISUAL INSPECTION</b>							
2.1	Forks (10 Points) / Carriage Plate							
2.2	Mast / Hydraulics							
2.3	Chains (15 Points)							
2.4	Wheels, Tyres, Steering Mechanism							
2.5	General body condition							
2.6	No loose objects on body							
2.7	No puddles / objects under truck							
2.8	All legal plates / signs / notices							
2.9	Seat / Seatbelt / Other							
2.10	Battery, Connections & Leads							
<b>3.0</b>	<b>FLUID LEVELS (As applicable)</b>							
3.1	Oils:							
3.2	Waters:							
3.3	Others:							
<b>4.0</b>	<b>INSTRUMENT CHECKS (As applicable)</b>							
4.1	All light up where necessary							
4.2	No warning / hazard showing							
<b>5.0</b>	<b>OPERATIONAL CHECKS</b>							
5.1	Hydraulics Fully Operational							
5.2	Accelerator (All directions)							
5.3	Brakes (Foot/Inching/Parking) all directions							
5.4	Deadman / Interlock Cut-out Switches							
5.5	Steering - lock to lock							
5.6	All lights operational							
5.7	Audible warnings - horn/reverse/seat							
5.8	Other							
	<b>Truck Legal and Safe? - Y/N</b>							
<b>6.0</b>	Checks completed and recorded by:							
	<b>Faults reported to:</b>							