

## Forklift Operator checklist: Diesel/LPG forklift

Walk around your truck, do a visual inspection and mark off the following categories.

Tick each item before you start your shift. Put a tick in the box if the item is OK.

Explain any unticked items at the bottom and report them to your supervisor.

**Do not use any faulty equipment!**

**You are putting yourself and others at risk.**

<input type="checkbox"/>	<b>TYRES</b> -- must be inflated, free of excessive wear or damage. Nuts are tight
<input type="checkbox"/>	<b>FORKS AND MAST</b> -- Must be straight, not bent, worn or cracked
<input type="checkbox"/>	<b>LOAD BACKREST EXTENSION</b> -- if used, should be in place and not bent, cracked or loose
<input type="checkbox"/>	<b>ATTACHMENTS</b> -- (if equipped) operate okay and are not damaged
<input type="checkbox"/>	<b>FORKLIFT TRUCK BODY</b> -- is clean, free of dirt, grease or oil
<input type="checkbox"/>	<b>ENGINE OIL</b> -- is at correct level with no leaks visible
<input type="checkbox"/>	<b>HYDRAULIC OIL</b> -- is at correct level with no leaks visible
<input type="checkbox"/>	<b>RADIATOR</b> -- is full and free of leaks
<input type="checkbox"/>	<b>FUEL LEVEL</b> -- check fuel level, no leaks
<input type="checkbox"/>	<b>BATTERY CONNECTIONS</b> -- must be tight and not corroded
<input type="checkbox"/>	<b>COVERS</b> -- all body covers and hatches must be secured and closed
<input type="checkbox"/>	<b>LOAD RATING</b> -- Know the capacity of a forklift truck before using it
<input type="checkbox"/>	<b>LOAD RATING PLATE</b> -- Must be attached and visible. Do not use a truck without a load rating plate.
<input type="checkbox"/>	<b>WARNING LABELS</b> -- Labels and operators' manual must be readable readable
<input type="checkbox"/>	<b>SEAT BELT</b> -- must be accessible, clean and in working order
<input type="checkbox"/>	<b>ENGINE</b> -- must run smoothly without leaks or sparks from the exhaust
<input type="checkbox"/>	<b>HORN</b> -- functions loudly
<input type="checkbox"/>	<b>TURN SIGNAL</b> -- (if equipped) works
<input type="checkbox"/>	<b>LIGHTS</b> -- (head, tail and warning) all function and are aimed correctly
<input type="checkbox"/>	<b>GAUGES</b> -- all instruments are working
<input type="checkbox"/>	<b>LIFT AND LOWER</b> -- operates smoothly without excess drift
<input type="checkbox"/>	<b>TILT</b> operates smoothly without excessive drift or 'chatter'
<input type="checkbox"/>	<b>CONTROL LEVERS</b> -- all labelled, are not loose, do not stick and freely return to neutral
<input type="checkbox"/>	<b>STEERING</b> -- is smooth and responsive, free of excessive play
<input type="checkbox"/>	<b>BRAKES</b> -- must function smoothly without grabbing. No fluid leaks
<input type="checkbox"/>	<b>PARKING BRAKE</b> -- must hold the forklift on an incline
<input type="checkbox"/>	<b>REVERSING ALARM</b> -- must be loud and easy to hear
<input type="checkbox"/>	<b>LPG COMPLIANCE PLATE</b> -- Must have
<input type="checkbox"/>	<b>LPG CYLINDER</b> -- is mounted securely and connections are tight
<input type="checkbox"/>	<b>SEAT</b> -- is clean, undamaged and able to be positioned correctly for your size