



DAILY FORKLIFT INSPECTION

| |
|----------------------------|
| SITE: |
| FORKLIFT NUMBER/ PLANT ID: |

| | | MON | TUE | WED | THU | FRI | SAT | SUN |
|-------------------|---|-----|-----|-----|-----|-----|-----|-----|
| DATE (MONTH/ DAY) | | | | | | | | |
| 1 | A Supervisor of Machinery, Plant & Equipment appointed. | | | | | | | |
| 2 | Operator of Machinery appointed. | | | | | | | |
| 3 | Drivers certified and license still valid. | | | | | | | |
| 4 | Front Lights working properly. | | | | | | | |
| 5 | Rear Lights working properly. | | | | | | | |
| 6 | Indicators working properly. | | | | | | | |
| 7 | Reverse Lights working properly. | | | | | | | |
| 8 | Reverse alarm / signalling device working properly. | | | | | | | |
| 9 | Windscreen undamaged. | | | | | | | |
| 10 | Windscreen wipers working sufficiently. | | | | | | | |
| 11 | Rear view mirrors undamaged. | | | | | | | |
| 12 | Hooter working properly. | | | | | | | |
| 13 | Tyre's undamaged and inflated correctly. | | | | | | | |
| 14 | Lifting forks un damaged and securely locked. | | | | | | | |
| 15 | No visible damage on the body work of the Vehicle. | | | | | | | |
| 16 | The cabin clean. | | | | | | | |
| 17 | The windows clean. | | | | | | | |
| 18 | The view for the driver / operator unobstructed. | | | | | | | |
| 19 | Hydraulic fluid checked and in order. | | | | | | | |
| 20 | Oil, water and brake fluid levels filled to Max level. | | | | | | | |
| 21 | Fan belts tensioned properly. | | | | | | | |
| 22 | Lifting controls checked and in order. | | | | | | | |
| 23 | No visible oil or water leaks. | | | | | | | |

INSPECTED BY:

CONSTRUCTION SUPERVISOR:

SIGNATURE:

SIGNATURE: