

Forklift Pre-Start Checklist

Forklift Number		Date Prepared	
Forklift Type		Task Leader	
Activity Task		Participants	

Description of check. (tick if acceptable, comment if not acceptable)		✓	Comment
1	TYRES – check they are in good condition, intact with rim. Look for visual wear or damage. Check tyre pressure		
2	FLUIDS – check oil, hydraulics, battery, fuel and coolant for leaks including hoses under fork lift		
3	STRUCTURE – check for cracks, bends, dents, distortion or broken parts. Check apron & overhead guards are intact & secure		
4	TINES/FORKS – check they are evenly spread with locking pins in place. Check there is no sharp edges or distortion		
5	MAST – check chains are level with no obstructions, rams not pitted or leaking. Check for any wear to lift chains and guides, inspect hydraulic cylinders, look for any leaks		
6	BATTERY – check it is operational and for any damage		
7	BATTERY CHARGE – discharge meter in full green or 75% after raising forks (where applicable)		
8	GAS OPERATED FORKS – check gas levels are ok and gas cylinder is not damaged. Check gas cylinder is secure		
9	ENGINE BAY – check it is generally clean? Hydraulic oil-brake pads and brake fluid		
10	CONTROLS (pre start) – check seat condition. Check controls are clearly marked, seat & steering wheel are secure & properly adjusted. Seat belt (where fitted) works as intended.		
11	CONTROLS (post start) – check controls and pedals are working. No unusual noises.		
12	CAPACITY/LOAD PLATE – check load-capacity plate if fitted, legible and correct. What is your safe working load (inc when travelling, tilted & lifting)?		
13	REVERSE BUZZER & HORN – check working		
14	LIGHTS & BEACON – check working		
15	STEERING – check smooth from lock to lock, no binding		
16	BRAKES – check both brake & park brake for proper operation		
17	SAFTEY PEDAL – check the motor cuts out		
18	POWER DISCONNECT – check all electric power cuts out		
19	HYDRAULICS – Operate lift, tilt & reach to full extent of travel		
20	GUARDS – check overhead, load backrest		
21	ATTACHMENTS – check they function correctly, no unusual noises		

If any items above are not working, the forklift is to be tagged out and reported to the supervisor for repair.

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Notes	Notes

Signature		Signature	
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