

Forklift Truck Operator Pre-Use Checks

Visual Checks

General: Good condition with no damage, excessive dirt or rust. Any previous defects noted repaired.

Forks: Correctly positioned, not damaged, cracked, bent or worn. Locating / anchor pins engaged, secure, not worn, loose or bent.

Carriage Plate: No damage or distortion, sitting square to the mast and lubricated. End stop bolts engaged and secure.

Mast: No damage, distortion or cracks. No undue wear, scoring, dirt or foreign bodies in channels. End stops secure. Rollers, no uneven wear or incorrect tracking. Slides intact and secure.

Back Rest Extension / Load Guard: In good condition, secure with no distortion or cracks.

Lift Chains: Not damaged, worn or stretched, no broken links or rust. All pins in place.

Tyres: No damage, excessive dirt or wear, rust, cracks or splits or separation of tyres from rims. Pneumatic tyres correct air pressure.

Wheels: Undamaged and free from obstruction. All nuts secure and in place.

Overhead Guard / Roll Over Protection Frame: Secure, undamaged with no loose items.

Energy Source

- **Gas or Diesel:** Engine oil, fuel and radiator water level correct. Gas bottle secured, no rust, corrosion or damaged pipes or hoses.

- **Electric:** Electrolyte level, battery plug and connections correct. Power cable intact, connected and secure. No exposed wires, battery brackets secure and battery adequately charged.

Hydraulics: No damage or fluid leaks, no splits in hoses, no leaks around fittings.

Identification / Rating Plate: Intact and legible.

Operator's Compartment: Clean with no loose items.

Access: Steps and grab handles in good condition and clean.

Lights, Windscreen and Mirrors (if fitted): Clean and undamaged.

Fire Extinguisher (if fitted): Secure and charged.



If used on the Public Road

- Forklift truck registered and number plate (front and rear) displayed, clean and legible.
- Valid tax and insurance disc displayed.
- Road lights (side, head, rear, stop and number plate lights) in place, clean, correct colour and working correctly.

Note: Head, stop and direction indicator lights are not required if the truck cannot exceed 12 miles per hour (19 Kilometres per hour) provided that the driver is clearly visible on all sides, can give hand signals to other traffic and the vehicle is not used during lighting-up hours except in an adequately lit public place.

Practical / Operational Checks

Seat: Good condition, secure and correctly adjusted.

Safety Belt: Accessible, good condition and working correctly.

Ignition and Electrical Systems: Working correctly. All gauges and instruments visible and working.

Reversing Alarm and Horn: Working correctly and audible.

Warning Lights and Lights (if fitted): Working correctly.

Hydraulic Controls: Working smoothly and correctly.

Brakes (Foot & Parking): Working correctly.

Clutch and Gearshift: Working smoothly and correctly.

Steering: Working correctly with no excessive play.

Exhaust: No excessive smoke, sparks or flames.

Noise: No unusual sounds.

Working Environment

- No evidence of leaks.
- No obstructions (overhead or in working area).
- Correct forklift type for working environment.

Thorough Examination

- Thorough examination carried out every 12 months (every 6 months if used to lift persons) by a competent person and test certificate available.