

Forklift Pre Start Checklist

This is a free example of a safety template. For further information, guidance or for help if you find a problem and don't know what to do about it, please email us for a free site assessment.

info@orbisenvironmental.com, call us on 01656 470044 or visit our website www.orbisenvironmental.com

Pre start checklist is to be completed every day prior to using the equipment. Operator is to tick if good and cross if a problem is identified. Supervisor is to review the checklist and sign off at the end of each week.

Forklift Type	
Number	
Date (Week Commencing Mon)	

Item to check	OK (tick or cross)						
	M	T	W	T	F	S	S
TYRES – check they are in good condition, intact with rim. Look for visual wear or damage. Check tyre pressure							
FLUIDS – check oil, hydraulics, battery, fuel and coolant for leaks including hoses under fork lift							
STRUCTURE – check for cracks, bends, dents, distortion or broken parts. Check apron & overhead guards are intact & secure							
TINES/FORKS – check they are evenly spread with locking pins in place. Check there is no sharp edges or distortion							
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							
BATTERY – check it is operational and for any damage							
BATTERY CHARGE – discharge meter in full green or 75% after raising forks (where applicable)							
GAS OPERATED FORKS – check gas levels are ok and gas cylinder is not damaged damage. Check gas cylinder is secure							
ENGINE BAY – check it is generally clean? Hydraulic oil-brake pads and brake fluid (cb machines only).							
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.							
CONTROLS (post start) – check controls and pedals are working. No unusual noises.							
CAPACITY/LOAD PLATE – check load-capacity plate if fitted, legible and correct. What is your safe working load (inc when travelling, tilted & lifting)?							
REVERSE BUZZER & HORN – check working							
LIGHTS & BEACON – check working							
STEERING – check smooth from lock to lock, no binding							
BRAKES – check both brake & park brake for proper operation							
SAFETY PEDAL – check the motor cuts out							
POWER DISCONNECT – check all electric power cuts out							
HYDRAULICS – Operate lift, tilt & reach to full extent of travel							
GUARDS – check overhead, load backrest.							
ATTACHMENTS – check they function correctly, no unusual noises.							

Weekly Sign off by supervisor:	
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Daily Checks – What to Look for

All Trucks

- **Faults Previous Day.** Check the previous page (or book). This will identify what may have been wrong the previous day or shift. You should check these items carefully to ensure that the fault has been rectified.
- **Obvious Leaks.** Check the floor, beside and under the truck.
- **Hydraulic Fluid Level.** Check the level in the reservoir.
- **Mast and Carriage.** Visually check for any damage or foreign items. Check also for appropriate lubrication.
- **Chains and Fixing Bolts.** Visually check for damaged links, obvious stretching and appropriate lubrication. Visually check the fixing bolts for any sign of damage.
- **Forks.** Visually check for any sign of cracks, especially at the heels, or any other sign of damage or excess wear. Check securing pins.
- **Backrest/Extension.** Visually check for damage or debris. Bent or otherwise damaged metal is weakened and may be dangerous.
- **Attachments.** Check for the actual security of the attachment, at its fixing or locking points, and check any hydraulic or other connections. Some attachments may need additional checks.
- **Tyres/Wheels/Nuts.** Check all tyres for obvious damage, including cuts and tread wear. Check pneumatic tyres for the correct pressure. Check wheels for damage, especially to the rims, and check that wheel nuts are tight.
- **Seat and Seat Belt.** Check that the seat is correctly fixed to the truck and not loose or damaged. Check that the seat belt or other restraint is properly secure and functions correctly.
- **Steering.** Check the steering feels normal and there is no undue play or unusual movement.
- **Service Brakes.** Check the brakes feel normal and work efficiently.
- **Parking Brake.** Check the parking brake works efficiently and releases correctly.
- **Operating Controls.** Check that all foot and hand controls operate correctly and are not obstructed in any way.
- **Operating System.** If the truck is fitted with computerised systems check to ensure that they have initialised and are working correctly.
- **Warning Lights.** Check for the correct operation of all warning lights. If a light stays on, and you are not sure of its meaning, check the user manual or seek further advice. **Do not use the truck with a warning light illuminated if you do not know it is still safe!**
- **Gauges/Instruments.** Check that all gauges and other instruments are working correctly.
- **Lights/Beacon.** Check for correct operation.

- **Horn.** Check for correct operation.
- **Alarms.** Check for correct operation.
- **Other Warning Devices.** Make sure you know what is fitted to the truck. Check all for correct operation.
- **Safety Guards and Covers.** Check all are properly fastened and secured. A flapping cover can be a hazard to your colleagues as well as yourself.
- **Bodywork.** Visually check around the vehicle. Damaged bodywork may indicate other problem areas on the truck. Check the areas carefully. Damaged bodywork may indicate damage to racking or other equipment. Report what you find so that your supervisor can check it out.

Petrol/Diesel/LPG

- **Fuel Level.** Check the level and refuel as needed. Remember to wear protective gloves and keep away from cigarettes or other fire hazards.
- **Engine Oil Level.** Check and top up as needed.
- **Coolant Level.** Check and top up as needed.
- **Battery.** Ensure the battery is secure and clean. Check the level of distilled water and top up as needed. Wear eye protection and gloves.
- **Fan/Other Belts.** Check for correct tension and obvious damage.
- **Inching Pedal.** Check for correct operation.
- **LPG Bottle Security.** Check the bottle is secure and clamps are fully tightened. Ensure connections are secure.

Electric

- **Electrolyte Levels.** Check the electrolyte levels of all cells.
- **Cable Connections.** Check they are clean and properly secure.
- **General Cleanliness.** Ensure the battery area is clean and clear from debris.
- **Battery Security.** Ensure the batteries are secure within their compartment and that any protective hatches are properly closed.
- **Other Checks** Other items may need to be checked. These may be listed on a separate sheet. Discuss this with your supervisor.

Remember, if you are not sure about anything at all, ask your supervisor.