

Weekly Lift Truck Pre-Use Check Sheet

Week Number :		Lift Truck Make :		Lift Truck Model :		Fleet No . :	
Motive Power :	Elec Gas LPG Diesel	Working Department :			Supervisor Name :		

	Item Check	Checks to Make	Mon		Tues		Wed		Thurs		Fri		Sat		Sun		Date Reported
			Good	Defect	Good	Defect	Good	Defect	Good	Defect	Good	Defect	Good	Defect			
1	Capacity Plate	Is it present?															
2	Fork Arms	Cracks / Level / Pins / Tips / Heels															
3	Carriage Plate	Distortion / Worn / Stop Bolts															
4	Backrest Extension	Distortion / Welds / Security															
5	Mast	Distortion / Straightness															
6	Mast Rollers & Slides	Foreign Bodies															
7	Lift Chains	Slack? / Pins / Lubrication															
8	Chain Pulleys	Excessive Wear															
9	Hydraulic Pipes	Couplings / Leaks / Worn															
10	Hydraulic Cylinders	Leaks / Condition															
11	Wheels	Wheel Nut Security															
12	Tyres	Worn Tred / Chunks Missing															
13	Lights	Condition															
14	Exhaust	Condition															
15	Overhead Guard	Security															
16	External Condition	Overall Condition															
17	Gas Bottle	Secure and Connected															
18	Battery	Bad Smell / Condition															
19	Operating Position	Clear of Obstructions															
20	Operators Seat	Security															
21	Lights	Working Order															
22	Audible Warnings	Working Order															
23	Hydraulic Controls	Working Order															
24	Foot/Hand Brakes	Working Order															
25	Steering	Working Order															
Operator Signature :																	
Supervisor Signature :																	