PRE-Delivery Inspection

# FORKLIFT CHECKLIST

Forklift Make:..... Model:..... REGO/NO:.....

Forklift Capacity:..... Forward Tilt Capacity:.....

| Visual check of the forklift | Y | N |
|---|---|---|
| Dataplate/Load rating plate | ☐ | ☐ |
| Warning decals readable | ☐ | ☐ |
| Mast lubricate and check | ☐ | ☐ |
| Hydraulic fluid leaks | ☐ | ☐ |
| Forks square and even | ☐ | ☐ |
| Seat and Seat Belt condition | ☐ | ☐ |
| Safety Guards secure | ☐ | ☐ |
| Tyre inflation and condition | ☐ | ☐ |
| Wheel nuts secure | ☐ | ☐ |
| Fluid leaks | ☐ | ☐ |
| Engine Oil level | ☐ | ☐ |
| Transmission Oil level | ☐ | ☐ |
| Hydraulic Oil level | ☐ | ☐ |
| Brake fluid | ☐ | ☐ |
| Coolant | ☐ | ☐ |
| Battery bracket and terminals | ☐ | ☐ |
| Battery Electrolyte | ☐ | ☐ |
| Horn | ☐ | ☐ |

| Function Checks | Y | N |
|---|---|---|
| Mast extends to height | ☐ | ☐ |
| Mast Chain tension check | ☐ | ☐ |
| Side shift moves correctly | ☐ | ☐ |
| Moving Parts unusual noise | ☐ | ☐ |
| Controls operate correctly | ☐ | ☐ |
| Reversing Beeper | ☐ | ☐ |
| Rotating Beacon operating | ☐ | ☐ |
| Foot Brake pedal firm | ☐ | ☐ |
| Handbrake functioning | ☐ | ☐ |
| **Driving Inspection** | | |
| Steering, Do figure 8 | ☐ | ☐ |
| Foot Brake Test | ☐ | ☐ |
| **Model Specific Tests** | | |
| Gas cylinder date | ☐ | ☐ |
| Gas/Fuel/Battery Charge | ☐ | ☐ |
| Attachment Security | ☐ | ☐ |
| Attachment Damage | ☐ | ☐ |
| Other..... | ☐ | ☐ |

Faults Identified:.....

.....

Operator/Inspector Name:.....

Signature:..... Date:..... Hours/Odometer:.....

WARNING! Do not operate machine if not safe to operate!
If ANY are ticked N for NON-COMPLIANT, Tag out machine
and refer this sheet to supervisor to ensure repairs are carried out!