

Operator Checklist for Fork Lift Truck



Maintenance and checks should be carried out in accordance with the manufacturer's instructions. A checklist, as below, can be used to make sure that the checks* are carried out and defects reported and repaired.

Daily/ takeover checks*

FLT model and identification mark: _____

*delete as appropriate

Area checked	Any defects		Defects reported	Action taken
	Yes	No		
Fuel				
Water				
Oil (engine and hydraulic)				
Tyres and Tyre Pressures				
Leaks (water, oil)				
Brakes: - Service				
- Parking				
Steering Gear				
Batteries (where applicable)				
Audible Warning System (reversing)				
Lights (including flashing beacon)				
Mirrors				
Lifting Equipment: - Forks				
- Chains				
- Mast				

Name of operator _____ Time _____ Date _____

Weekly and monthly checks:

In addition to the above, more detailed checks should be carried out on the condition of the forks, mast, carriage, steering and other working parts.