

# Forklift Pre-use Check

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Title: \_\_\_\_\_

Severity: \_\_\_\_\_ Site: \_\_\_\_\_

Date / Time: \_\_\_\_\_ Completed by: \_\_\_\_\_

## Operator and Vehicle Details

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1 Operator name \*

\_\_\_\_\_

2 Date and time of check \*

\_\_\_\_\_

3 Forklift ID or registration

\_\_\_\_\_

4 Current hour meter reading

\_\_\_\_\_

5 Location

\_\_\_\_\_

## Visual Checks

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- 6 Tyres in good condition (no cuts, damage or excessive wear)
- Yes  No  N/A
- 
- 7 Wheels and wheel nuts secure
- Yes  No  N/A
- 
- 8 Forks in good condition (no cracks, bends or excessive wear)
- Yes  No  N/A
- 
- 9 Fork retaining pins in place and secure
- Yes  No  N/A
- 
- 10 Mast and carriage free from damage
- Yes  No  N/A
- 
- 11 Overhead guard secure and undamaged
- Yes  No  N/A
- 
- 12 Lights and indicators working
- Yes  No  N/A
- 
- 13 Warning beacon working
- Yes  No  N/A
- 
- 14 Mirrors fitted and in good condition
- Yes  No  N/A
- 
- 15 Bodywork free from significant damage
- Yes  No  N/A
- 
- 16 Data plate visible and legible
- Yes  No  N/A
- 
- 17 Load capacity chart visible
- Yes  No  N/A

## Fluid and Power Checks

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18 Engine oil level satisfactory

Yes

No

N/A

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19 Hydraulic fluid level satisfactory

Yes

No

N/A

---

20 Coolant level satisfactory

Yes

No

N/A

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21 Fuel level adequate or battery charged

Yes

No

N/A

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22 No visible leaks (oil, hydraulic, coolant, fuel)

Yes

No

N/A

## Operational Checks

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23 Service brake working correctly

Yes

No

N/A

---

24 Parking brake holding

Yes

No

N/A

---

25 Steering operates smoothly

Yes

No

N/A

---

26 Horn working

Yes

No

N/A

---

27 Reversing alarm working

Yes

No

N/A

---

28 Lift and lower controls working

Yes

No

N/A

---

29 Tilt controls working

Yes

No

N/A

---

30 Side shift working (if fitted)

Yes

No

N/A

---

31 Seatbelt present and functioning

Yes

No

N/A

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32 Seat adjustment working

Yes

No

N/A

## Overall Assessment

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33 Any defects or damage found?

Yes

No

N/A

34 Details of any defects

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35 Photos of any defects

*Attach file here*

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36 Is the forklift safe to use? \*

Yes - safe to use

No - requires attention  
before use

No - out of service

## Sign-off

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37 Operator signature \*

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Signature

38 Additional comments

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