

## Forklift Truck Daily Checklist

Use this checklist in conjunction with the guidance from the truck supplier – this will normally include a list of daily checks recommended for the specific truck in question. It's good practice to log these checks, if a fault is found, it should be logged, reported and rectified.

For support in carrying out a more detailed assessment, please contact the Health, Safety and Welfare Team by e-mailing: [safetyadvice@gov.im](mailto:safetyadvice@gov.im)

**Department:**

**Address:**

**Carried Out by:**

**Date Carried Out:**

<b>Visual Check: Wheels</b>	Yes	No	N/A	Unsure
Are tyres free of foreign bodies and damage?				
Are the side walls as well as the tread OK?				
If pneumatic, are the tyres at the correct pressure?				
Are the wheel flanges in good condition with all wheel nuts secure?				
Comment:				
<b>Visual Check: Fluids and Hydraulics</b>				
Are fluid levels correct?				
Check in particular: fuel, water, engine oil, brake fluid and hydraulic oil.				
Are hydraulic systems free of obvious leaks?				
Are all hydraulic hoses free of cuts and other damage?				
Comment:				
<b>Visual Check: Battery-Operated Trucks</b>				
Is the battery adequately charged, secure and leak free?				
Is the charger switched off?				
Has the charge lead been disconnected and properly stored?				
Comment:				
<b>Visual Check: Mechanical Integrity and Other Safety Features</b>				
Are the overhead guard and load back-rest extension in good condition				

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and secure?				
Are the forks straight and free of cracks and damage?				
Are fork positioning locks in position and damage-free?				
Are chains, anchor pins and fixing bolts secure, in good condition and lubricated?				
Are mirrors and any other visibility aids in good condition and properly adjusted?				
Are the seatbelt and its clip undamaged?				
Is the safe working load (SWL) or rated capacity clearly marked or automatically indicated?				
Comment:				
<b>Functional Checks</b>				
Do these vital safety features all work efficiently:				
<ul style="list-style-type: none"> <li>• Parking brake?</li> <li>• Service brakes?</li> <li>• Steering gear?</li> </ul>				
Do all systems for lifting, tilting and manipulation (including attachments) work properly?				
Do the horn and all the lights work, including any warning beacons fitted?				
Comment:				
<b>Logging and Reporting</b>				
Have you recorded this check if your organisation's procedures require you to do so?				
Have you logged and reported any defects?				
Comment:				
<b>Covid-19</b>				
Have all controls and touched surfaces been wiped down with disinfectant?				
Is sanitiser (or other handwashing facilities) readily available?				
Comment:				

