Forklift daily pre-use check sheet

Do this before the first use of each shift. If any item fails, don't use the truck: report it and take the key out.

Site		**Asset / ID**	
Date		**Time**	
Checked by		**Signature**	

#	Check	Pass	Fail	Notes
1	Tyres and wheels: no damage, wheel nuts secure, pressure correct			
2	Forks: no cracks, bends or wear, locking pins in place			
3	Mast, chains and hoses: no damage, leaks or loose links			
4	Hydraulics: lift, lower and tilt work smoothly, no leaks			
5	Brakes and parking brake work			
6	Steering works with no excess play			
7	Horn, lights, beacon and reversing alarm work			
8	Seat and seatbelt: secure and working			
9	Overhead guard and load backrest secure			
10	Fuel, gas or battery level OK, battery connections and gas fittings secure			
11	Engine oil, coolant and hydraulic fluid levels OK			
12	Data plate and capacity plate readable			
13	No warning lights showing on the dashboard			

Defects found and action taken:

Do this check on your phone at the truck, with defect photos, using Checkmate. Free for 2 weeks.
Book your free demo: checkmate-uk.co.uk · 07882 236560

These are general checklists. Always follow the manufacturer's instructions and your own risk assessment, and adapt the items to your equipment. They don't replace expert inspections required by law or guidance, such as LOLER thorough examinations or annual racking inspections.