

Template: adapt to your own procedure and risk assessment

Forklift daily pre-use check

When: at the start of every shift, before the truck is used, by the operator who will drive it. Written for a counterbalance truck; adjust for reach trucks and telehandlers.

BEFORE YOU START

Truck parked on level ground, forks fully lowered, parking brake on and key out. Wear hi-vis and gloves for the check.

STEPS

- 1 ☐ **Walk round the truck.** Look for damage to the body, overhead guard and load backrest, and for oil, fuel or hydraulic fluid on the floor underneath.
- 2 ☐ **Check the forks.** Look for cracks, bends and wear at the heel. Check the fork locking pins are in place.
- 3 ☐ **Check the mast, chains and hoses.** Chains evenly tensioned and lubricated with no damaged links. Hydraulic hoses with no leaks, chafing or bulges.
- 4 ☐ **Check the tyres and wheels.** No cuts, missing chunks or embedded objects, pneumatic tyres at the right pressure, and all wheel nuts present.
- 5 ☐ **Check the power source.** LPG: cylinder secured, connection tight, no smell of gas. Battery: charged, cables and plug undamaged, cover in place. Diesel: fuel, oil and coolant levels.
- 6 ☐ **Check the seat and seat belt.** Seat secure, belt latches and retracts.
- 7 ☐ **Check the plates and paperwork.** The capacity plate is fitted and readable and the thorough examination report is in date.
- 8 ☐ **Start the truck.** Test the horn, lights, beacon and reversing alarm.
- 9 ☐ **Test steering and brakes.** Moving slowly in a clear area, test the steering, the service brake and the parking brake.
- 10 ☐ **Test the hydraulics.** Lift, lower, tilt and operate any attachment through its full range, listening for unusual noise.
- 11 ☐ **Sign off.** Record the check against the truck's number.

Stop and report if any check fails. Do not use the truck: remove the key, tag it out of use and tell your supervisor.

TOOLBOX TALK

- Which defects on this list would stop you using the truck today?
- Where does the key go when a truck is tagged out of use?
- Who do you report a defect to on the night shift?

Further reading: HSE L117, Rider-operated lift trucks: operator training and safe use. LOLER 1998 and PUWER 1998.

ADAPTED AND APPROVED FOR THIS SITE

Site and equipment	Procedure or RAMS reference
Approved by (competent person)	Date and review date