|  |  |
| --- | --- |
| **Truck Type** |  |
| **Model/Ref** | / |
| **Capacity** | kg |
| **Height** | mm |
| **Load Centre** | mm |

LIFT TRUCK DAILY CHECKS – Week Com 01/01/2020

Report all major faults immediately and isolate the truck

All pre-use checks must be carried out in accordance with the specific instructions published in the relevant manufacturer’s operating handbook

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| **Your Initials** | **Full Name** |
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\*Comments

Defect acknowledged –

Defect reported to maintenance engineer – Yes/No

Defect fixed – Yes/No

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Item** | **M** | **T** | **W** | **T** | **F** | **Sat** | **Sun** | **Weekly** | **Defect\*** |
| **1** | Fork Arms |  |  |  |  |  |  |  |  |  |
| **2** | Carriage-Plate |  |  |  |  |  |  |  |  |  |
| **3** | Guard |  |  |  |  |  |  |  |  |  |
| **4** | Mast |  |  |  |  |  |  |  |  |  |
| **5** | Wheels |  |  |  |  |  |  |  |  |  |
| **6** | Tyres |  |  |  |  |  |  |  |  |  |
| **7** | External Condition |  |  |  |  |  |  |  |  |  |
| **8** | Gas Bottle/Security |  |  |  |  |  |  |  |  |  |
| **9** | Operating Position |  |  |  |  |  |  |  |  |  |
| **10** | Seat/Belt |  |  |  |  |  |  |  |  |  |
| **11** | Starting Procedure |  |  |  |  |  |  |  |  |  |
| **12** | Mast Roller/Slides |  |  |  |  |  |  |  |  |  |
| **13** | Lift Chains |  |  |  |  |  |  |  |  |  |
| **14** | Chain Pulleys |  |  |  |  |  |  |  |  |  |
| **15** | Hydraulics |  |  |  |  |  |  |  |  |  |
| **16** | Hydraulics Controls |  |  |  |  |  |  |  |  |  |
| **17** | Audible Warnings-Horn |  |  |  |  |  |  |  |  |  |
| **18** | Lights |  |  |  |  |  |  |  |  |  |
| **19** | Driving/Braking/Steering |  |  |  |  |  |  |  |  |  |
| **20** | Oil |  |  |  |  |  |  |  |  |  |
| **21** | Water |  |  |  |  |  |  |  |  |  |
| **22** | Brake Fluid |  |  |  |  |  |  |  |  |  |
| **23** | Hydraulic Oil |  |  |  |  |  |  |  |  |  |
|  | Initial |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- |
|  | **Item** |  |
| **1** | Fork Arms | Check for damage at the tips and any cracking at the heel. Make sure locking pins are in place and check for thinning or wear on the underside of the forks. |
| **2** | Carriage-Plate | Check for damage/lubrication/security and castellation's are free from built up waste |
| **3** | Guard | Check for damage and is securely attached. |
| **4** | Mast | Check for damage/lubrication and security. Also any loose items in the mast channels and be aware of silver patches as this could indicate a twisted mast caused by the rollers rubbing. |
| **5** | Wheels | Check for damage to tyres and wheel rims and that all nuts are secure. Check tyre pressures if pneumatic. |
| **6** | Tyres |  |
| **7** | External Condition | Check for obvious signs of damage to machine including the overhead guard for damage and security. |
| **8** | Gas Bottle/Security | Check security of bottle and any leaks from valve and/or pipe. |
| **9** | Operating Position | Check for obvious signs of damage to gauges and switches etc. Keep operating position clean and tidy. |
| **10** | Seat/Belt | Check seat is in good condition and if fitted the seat belt is free from defect. |
| **11** | Starting Procedure | Always start in neutral and with handbrake on.  Electric trucks – Check truck runs through full start up and look for warning lights. Odd smell from battery would indicate low on water levels.  Engine trucks – If start is laboured it could be low on vital engine fluids or damaged starter. Also possible poor cold start. |
| **12** | Mast Roller/Slides | Run the mast to the full extent (Reach truck – retract the mast as well) Check the chain links for damage or stretching and are well lubricated.  Also make sure that smooth operation is maintained and that the rollers/pulleys and slides are free from problems. During this procedure test the tilt operation and any other hydraulic attachment fitted to truck. Check the hydraulic pipes and connections for any leaks or damage. |
| **13** | Lift Chains |  |
| **14** | Chain Pulleys |  |
| **15** | Hydraulics |  |
| **16** | Hydraulics Controls |  |
| **17** | Audible Warnings-Horn | Check the horn is responsive and the audible level is sufficient. |
| **18** | Lights | Check all lights are working and free from damage. |
| **19** | Driving/Braking/Steering | Check traction in forward and reverse and the steering is responsive. Check handbrake and footbrake in forward and reverse. |
| **20** | Oil | Engine trucks – check oil level. |
| **21** | Water | Engine trucks – check radiator level.  Electric trucks – check battery water level. |
| **22** | Brake Fluid | Check level. |
| **23** | Hydraulic Oil | Check level. |

Detailed Check Sheet

Report all major faults immediately and isolate the truck

All checks must be carried out in accordance with the specific instructions published in the relevant manufacturer’s handbook