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PRE SHIFT INSPECTION SHEET - ELECTRIC FORKLIFTS

COMPANY NAME:			
TRUCK MAKE:		MODEL:	SERIAL NO.:
DATE:	<p style="color: red; font-size: small;">Electric Forklift batteries must never be allowed to drop below 20% charge. Discharging the battery below this level will cause damage, and may cause charging problems. Any visits to site relating to over-discharged batteries will not be covered by warranty or hire maintenance, and will be charged for at our standard hourly service rates. Batteries must only be topped up when fully charged and to the level stated below - over topping up causes corrosion of the cell connectors and acid build up in the battery tank. Repairs for these faults will be charged for.</p>		
OPERATOR NAME:			
SUPERVISOR NAME:			

TO BE COMPLETED AT THE BEGINNING OF EACH SHIFT TO MAINTAIN FORKLIFT CONDITION AND SAFETY

DESCRIPTION OF AREA TO CHECK	OK X / ✓	DESCRIPTION OF AREA TO CHECK	OK X / ✓
HYDRAULIC OIL LEVEL		LIGHTS OPERATION	
CHECK BATTERY ELECTROLYTE - LEVELS SHOULD JUST BE COVERING LEAD PLATES INSIDE CELLS		REVERSE ALARM OPERATION (IF FITTED)	
		WARNING STROBE OPERATION (IF FITTED)	
CHECK BATTERY CABLES & PLUGS ARE SECURE & CANNOT BECOME TRAPPED. PLASTIC & RUBBER COVERS / PROTECTION IN PLACE		FOOT BRAKE OPERATION	
		PARKING BRAKE OPERATION	
CHECK WIRING IN BATTERY BAY IS SECURE, ALL PLUGS ARE CONNECTED SECURELY & NO BARE WIRES EXPOSED		STEERING OPERATION	
		OPERATION OF INSTRUMENTS/DISPLAY	
CHECK FOR SIGNS / SMELL OF BURNING & MELTING		FORK CONDITION	
TYRE CONDITION		FORK LATCH PIN OPERATION	
WHEEL NUTS - PRESENT		FORK END STOPS/CENTRE BOLT PRESENT	
CHECK SEAT SWITCH OPERATION & THAT CABLES CANNOT BE TRAPPED WHEN SEAT ADJUSTED		OVERHEAD GUARD CONDITION	
		LOAD BACKREST CONDITION (IF FITTED)	
SEAT BELT OPERATION & CONDITION		EMERGENCY AUTO REVERSE (PEDESTRIAN MACHINES)	
CHAIN CONDITION		GATE/PLATFORM INTERLOCKS (MAN UP MACHINES)	
LIFT OPERATION		EMERGENCY LOWERING VALVE (MAN UP MACHINES)	
TILT OPERATION		CHECK BATTERY CHARGER OPERATION	
SIDESHIFT OPERATION- IF FITTED		CHECK BATTERY CHARGER LEADS AND PLUGS. ALL CABLES SHOULD HAVE INSULATION IN-TACT WITH NO BARE WIRES	
OPERATION OF OTHER ATTACHMENT(S)			
HORN OPERATION			

COMMENTS / DEFECTS:

N.B. ALL FAULTS MUST BE REPORTED TO MANAGEMENT IMMEDIATELY