

# Operator Checklist for Forklift Trucks



Maintenance and checks should be carried out in accordance with the manufacturer's instructions. A checklist, as below, can be used to make sure that the checks are carried out and defects are reported and repaired.

**Daily/takeover checks\*** FLT model and identification mark: \_\_\_\_\_

\*delete as appropriate

Area checked	Any defects		Defects reported	Action taken
	Yes	No		
Fuel				
Water				
Oil (engine and hydraulic)				
Tyres and tyre pressures				
Leaks (water, oil)				
Brakes - Service				
- Parking				
Steering gear				
Batteries (where applicable)				
Audible warning system (reversing)				
Lights (including flashing beacon)				
Mirrors				
Lifting equipment - Forks				
- Chains				
- Mast				

Name of operator: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

## Weekly and monthly checks:

In addition to the above, more detailed checks should be carried out on the condition of the forks, mast, carriage, steering and other working parts.