Electric forklift - pre-shift

Approve for the specific asset and manufacturer handbook before use. Complete before the journey / shift. Record defects and report directly; this sheet does not certify compliance.

Company / site: _____ Forklift / truck ID: _____

Operator name: _____ Date / time / shift: _____

Operating hours: _____ Reported to / time: _____

CHECK	Pass	Fail	N/A
1. Forks, carriage and attachments visibly serviceable	☐	☐	☐
2. Mast, chains and hydraulic components checked	☐	☐	☐
3. Tyres, applicable pressures, wheels and wheel fixings checked	☐	☐	☐
4. Overhead guard and load backrest checked	☐	☐	☐
5. Seat, restraint and operator compartment checked	☐	☐	☐
6. Steering and brakes tested in a safe area	☐	☐	☐
7. Horn, lights and fitted warning devices working	☐	☐	☐
8. Controls and instruments operating normally	☐	☐	☐
9. Lift, tilt and attachment functions tested safely	☐	☐	☐
10. Mirrors and fitted visibility aids checked	☐	☐	☐
11. Hydraulic fluid level checked per handbook; no leaks or visible damage	☐	☐	☐
12. Capacity plate legible; attachments match authorised configuration	☐	☐	☐
13. Operator confirms training, authorisation and handbook checks completed	☐	☐	☐
14. Battery charged and secured; no leaks; charger off and lead disconnected/stored	☐	☐	☐

N/A: record the reason and confirm it is genuinely inapplicable. Never mark an unperformed check as Pass.

Result: [ ] Nil defects [ ] Defects reported [ ] STOP USE

Defects, assessment, immediate action / N/A reasons:

Driver / operator confirmation and signature / time:

Repair work, completed by / date / job reference:

Manager review, safety recheck and release decision / date:

Unsafe condition: STOP USE. Follow the site isolation and reporting procedure. A form or email does not authorise return to use.

Based on HSE L117 pre-shift guidance. Configure to truck type, attachments and operator handbook. Daily checks do not replace maintenance, safety inspections or LOLER thorough examination. Retain records under the applicable equipment policy.

Engine forklift - pre-shift

Approve for the specific asset and manufacturer handbook before use. Complete before the journey / shift. Record defects and report directly; this sheet does not certify compliance.

Company / site: _____ Forklift / truck ID: _____

Operator name: _____ Date / time / shift: _____

Operating hours: _____ Reported to / time: _____

CHECK	Pass	Fail	N/A
1. Forks, carriage and attachments visibly serviceable	☐	☐	☐
2. Mast, chains and hydraulic components checked	☐	☐	☐
3. Tyres, applicable pressures, wheels and wheel fixings checked	☐	☐	☐
4. Overhead guard and load backrest checked	☐	☐	☐
5. Seat, restraint and operator compartment checked	☐	☐	☐
6. Steering and brakes tested in a safe area	☐	☐	☐
7. Horn, lights and fitted warning devices working	☐	☐	☐
8. Controls and instruments operating normally	☐	☐	☐
9. Lift, tilt and attachment functions tested safely	☐	☐	☐
10. Mirrors and fitted visibility aids checked	☐	☐	☐
11. Hydraulic fluid level checked per handbook; no leaks or visible damage	☐	☐	☐
12. Capacity plate legible; attachments match authorised configuration	☐	☐	☐
13. Operator confirms training, authorisation and handbook checks completed	☐	☐	☐
14. Fuel system, secure tank or cylinder and isolation checked	☐	☐	☐
15. Engine fluids and exhaust checked	☐	☐	☐

N/A: record the reason and confirm it is genuinely inapplicable. Never mark an unperformed check as Pass.

Result: [ ] Nil defects [ ] Defects reported [ ] STOP USE

Defects, assessment, immediate action / N/A reasons:

Driver / operator confirmation and signature / time:

Repair work, completed by / date / job reference:

Manager review, safety recheck and release decision / date:

Unsafe condition: STOP USE. Follow the site isolation and reporting procedure. A form or email does not authorise return to use.

Based on HSE L117 pre-shift guidance. Configure to truck type, attachments and operator handbook. Daily checks do not replace maintenance, safety inspections or LOLER thorough examination. Retain records under the applicable equipment policy.