



Forklift Use & Maintenance Check Sheet



It's how businesses get along

Forklift Pre-Use Check Sheet

Before using a forklift it is important to do a Pre-Use Check.

This is simple, but is vital.

Check your Forklift:

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Is Registered (some exemptions)
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Has a Warrant of Fitness
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Has the correct safety equipment fitted

Check your operators are:

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Licensed
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Have the correct Endorsements
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are trained in your own H&S policies around forklifts

Safe to Operate: Yes No Forklift: / (3) Operators: / (3)

F endorsements are needed unless driving inside or your premises have a gate that will be shut during loading or unloading. Check your requirements on [F endorsements](#), and information on [other endorsements](#).

It is necessary to go around with team in the areas where forklifts will be operating and discuss and plan how to make it as safe as possible. Prevention is better than a cure, so mark out specific pathways for the forklifts to drive on and walkways and educate your full team. Build a culture of safety and ownership. It is a good idea to put up safety signage.

Ensure the floor is clean of debris, dust and other spills. If not removed, this could affect the stopping distance of the forklifts, and could affect the handling and response as the operator drives. Remove anything that could be an obstacle and could limit the operator's vision. Educate other employees about the dangers of forklifts. It is important for everyone to wear the correct PPE, including study boots and hi visibility clothing. Any ramps or areas of danger clearly mark. It is a good idea to put up safety barriers around the edges of drop offs.

It can be a good idea to work out a workflow plan. This means that if there is multiple forklifts, they don't risk collision and are more efficient and productive. It also means there is team involvement, which helps with ownership and reduces the risk of accidents. It is a good idea to do it with new team members as well, as they may have new ideas. Once every 6 months or so, do a full team audit to keep their engagement up and keep your workplace safe.

Remember: If you aren't sure about anything, ask for advice. There are many helpful health and safety companies that are more than happy to help and offer advice. It is better to get advice and improve your processes to ensure you are as free of risk as possible.

Forklift Use & Maintenance Check Sheet

Forklift Pre-Start Daily Check Sheet

Hour Meter: _____

Date: _____

1. All forklift Trucks – General Checks

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Faults from Previous day	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Obvious Leaks	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydraulic Fluid Levels	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mast & Carriage	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chains & Fixing Bolts	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forks	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Backrest/Extension	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attachments	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tyres/Wheels/Nuts	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seat & Seat Belt	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steering	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brakes	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Park Brake	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operating Controls	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operating System	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Warning Lights	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gauges/Instruments	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lights/Beacon	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Horn	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alarms	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Warning Devices	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety Guards/Covers	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bodywork	Notes: _____

2 Petrol/Diesel/LPG Forklift Only

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fuel Level	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fuel Connectors	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engine Oil Level	Notes: _____

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<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Coolant Level	Notes: _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Battery	Notes: _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Fan/Other Belts	Notes: _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Inching Pedal	Notes: _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	LPG Bottle Security	Notes: _____

2. Electric Forklift Only

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Electrolyte (water) levels	Notes: _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Cable Connections	Notes: _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Battery Charged	Notes: _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	General Cleanliness	Notes: _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Battery Security	Notes: _____

2. Electric Forklift Only

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	A: _____	Notes: _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	B: _____	Notes: _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	C: _____	Notes: _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	D: _____	Notes: _____

Safe to Operate: Yes No General: ___/___(23) Petrol: ___/__(8)
 Electric: ___/__(5) Other: ___/__(4)

Do not use the truck until any faults have been repaired.

Action Points: _____

Operator: _____ Signature: _____

Supervisor: _____ Signature: _____

If the pre start check is done thoroughly at the start of each day, any faults should be picked up before they become a problem. This preventative maintenance helps to reduce any downtime and potential productivity loss. [Click here to see more on preventative maintenance.](#)

What to Look for Daily:

Faults from Previous Day: Any faults picked up the day before must be repaired and rectified. It helps to go through the previous check to ensure you haven't missed anything.

Obvious Leaks: Check that nothing has dripped on the floor. If anything has, clean it up to reduce the risk of slipping, and get the leak repaired.

Hydraulic Fluid Level: Check the level in the reservoir.

Mast & Carriage: Visually check for any damage or items that could get stuck and cause a problem. Also check for correct lubrication. Keep hands out of this area if possible.

Chains & Fixing Bolts: Look for damaged links, obvious stretching and the appropriate lubrication. Visually check the fixing bolts for any sign of damage.

Forks: Check for any bends, twists or cracks, especially at the heels and tips. Check securing pins. If there is a bend of anything more than 3 degrees, the forks must be fixed. Check for any other damage or wear.

Backrest/Extension. Visually check for damage or debris. Bent or damaged material is weak and can be dangerous.

Attachments: Check that the attachment is secure at its fixing and locking points. Check the hydraulic and any other connections. Some attachments need other checks, and these should only be checked and used by someone that is trained for this.

Tyres/Wheels/Nuts: This is very important. As they are what is supporting your load. Check tyre pressures of pneumatic tyres, and make sure there is no damage to the wheels – especially the rims. Also check for cuts and tread wear. All wheel nuts must be tight.

Seat & Seat Belt: Check that the seat is not loose or damaged. The seat belt or other restraint must be properly secure and function correctly.

Steering: Check the steering feels normal and operates smoothly. Check for any undue play or unusual movement.

Brakes: Check the brake feel normal and work effectively but smoothly.

Parking Brake: The parking brake needs to hold the forklift securely. Check for ease of release as well.

Operating Controls: Check all foot and hand controls operate correctly and are not obstructed in any way. Check that they run smoothly and don't are able to move freely.

Operating System: If the truck is fitted with computerized systems, check to ensure they are working correctly.

Warning lights: Check for the correct operation of warning lights. If you are not sure on the meaning of a warning light, check with your supervisor or the manual. *Do not use the truck if a warning light is illuminated, unless you know it is safe. Fix any faults with warning lights.*

Gauges/Instruments: All gauges and other instruments must be working correctly.

Lights/Beacon: Check that all lights are working correctly. Check headlights and indicators work if you need these. Make sure the beacon is working properly.

Horn: Check it works correctly, and is loud enough and easy to use.

Alarms: Check for correct operation.

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Other Warning Devices: Make sure you know what is fitted to the truck. Check all for correct operation.

Safety Guards & Covers: Check all are properly fastened and secured. A flapping cover can be a hazard to your colleagues and other property, as well as yourself.

Bodywork: Visually check all around the vehicle, especially the roof and cage. Damaged body work can mean a weakened structure, and may indicate other problem areas on the forklift. Check the areas carefully. Damaged bodywork may indicate damage to racking or other equipment & property. Report what you find so that your supervisor can check it out.

Petrol/Diesel/LPG Powered Forklift Trucks

Fuel Level: Check the level and refuel as needed. Remember to wear the correct PPE and keep away from any fire hazards and have the correct safety measures in place. Check that consumption is not high, as this could indicate a problem internally.

Engine Oil Level: Check and Top up as needed. Make sure there isn't excessive consumption.

Coolant Level: Check and top up as needed.

Battery: Check battery is secure and clean. Check the level of distilled water and top up as needed. Wear correct PPE.

Fan/Other Belts: Check for correct tension and noise when running. Make sure there is no obvious damage.

Inching Pedal: Check for correct operation.

LPG Bottle Security: Check the bottle is secure and clamps are fully tightened. Ensure there isn't any faults or damage to the clamps.

Electric Forklift Trucks

Electrolyte (water) Levels: Check the electrolyte levels of all cells and fill as specified if needed.

Cable Connections: Check they are clean and properly secure.

General Cleanliness: Ensure the battery area is clean and clear from debris.

Battery Security: Ensure the batteries are secure within their compartment and that any protective hatches are properly closed.

Other Checks

Other items may need to be checked. There is space to list 4 on the checklist above, however you may need to list them on a separate sheet. Discuss this with your supervisor.

Remember: If you aren't sure about anything, ask your supervisor and check the Manual. It is best practice to have a qualified forklift technician to do any work on or fix faults on the forklift. The manufacturers usually have helpful websites as well.

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Monthly Maintenance Check Sheet

Once a month, or after every 200 hours of operation, a maintenance check should be run through thoroughly. Below is some of the checks that should be run. It is important to check the manual for any other checks that should be done. This check should be done by a trained technician.

A Monthly check can include:

1. General Monthly Checks (Some may not apply)

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lubrication of Chassis	Notes: _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	& Mast Components	Notes: _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engine Oil Replaced	Notes: _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Air Filter Cleaned	Notes: _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lift and Tilt Operation	Notes: _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drive Belt Tension	Notes: _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spark Plugs	Notes: _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Idle Speed	Notes: _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ignition Timing	Notes: _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Battery Check	Notes: _____

2. Other Monthly Checks

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A: _____	Notes: _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B: _____	Notes: _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C: _____	Notes: _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D: _____	Notes: _____

Safe to Operate: Yes No General: ___/___(10) Other: ___/___(4)

Action Points: _____

Technician: _____ Signature: _____

It is vital to keep forklifts clean so it is easier to detect any problem or worn parts. Clean them with water, not flammable chemicals. Use only a trained Qualified Person to Inspect, Maintain or repair forklifts.

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Quarterly Maintenance Check Sheet

Quarterly maintenance, (every 600 hours) is important and will need to be done by a trained technician.

A Quarterly check can include:

1. General Quarterly Checks (Some may not apply)

Yes No N/A Run over the daily checks in depth, double checking everything

Notes: _____

Yes No N/A Clean radiator exterior Notes: _____

Yes No N/A Replace fuel filter Notes: _____

Yes No N/A Replace hydraulic filter Notes: _____

Yes No N/A Drain water seperator Notes: _____

Yes No N/A Electrical System check Notes: _____

Adjustment of:

Yes No N/A Clutch release bearing Notes: _____

Yes No N/A Mast support bushing Notes: _____

Yes No N/A Tilt cylinder pins Notes: _____

Yes No N/A Chassis links Notes: _____

2. Other Quarterly Checks

Yes No N/A A: _____ Notes: _____

Yes No N/A B: _____ Notes: _____

Yes No N/A C: _____ Notes: _____

Yes No N/A D: _____ Notes: _____

Yes No N/A E: _____ Notes: _____

Safe to Operate: Yes No General: __/__(10) Other: __/__(5)

Action Points: _____

Technician: _____

Signature: _____

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Bi-Annual Maintenance Check Sheet

Bi-Annual maintenance, (every 1200 hours) is best to be done at the same time as the quarterly maintenance, when a trained technician is already checking the forklift over.

1. General Checks (Some may not apply)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inspect the brake booster operation	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check and torque engine head bolts	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check and torque manifold nuts	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Replace break fluid	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Replace wheel bearing grease	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Replace engine coolant	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Replace fuel filter	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Replace fuel strainer element	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Replace water separator	Notes: _____

2. Other Bi-Annual Checks

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A: _____	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B: _____	Notes: _____

Safe to Operate: General: ___/___(9) Other: ___/___(2)

Action Points: _____

Technician: _____ Signature: _____

If a forklift is kept maintained and all of the above checks are done (daily, weekly, monthly, quarterly and bi-annual), the forklift will be a more valuable asset to the company. It will help to prolong its useful life, run more efficiently, and most of all, keep the team safe.

The above is only a guide, and other checks may need to be done. Please check the operating manual from the manufacturer for these. Common sense is also imperative, and each company will have their own checks and needs. Electric, Diesel and LPG forklifts will also have different needs. If you would like this checklist customised, do not hesitate to contact us and we can update it for you.

admin@dyno.co.nz

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A to B, seamlessly.



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Auckland 09 320 5535
Canterbury 03 307 0044
Southland 03 216 1440

Freephone 0800 144 044
Email sales@dyno.co.nz
www.dyno.co.nz



It's how businesses get along