

H003.35 FORKLIFT INSPECTION SHIFT CHECKLIST

Fort Rd, Littlehampton, W Sussex. BN17 7QU

Issue No. 1

See intranet for latest issue



All defects or problems found during checks and inspections must be recorded on this form. The completed form must be handed to the Plant Manager who must enter remedial action taken. All records of plant repair and maintenance will be kept for a minimum of two years.

Hour Meter Start		Date:							
Hour Meter End		Shift:							
Hours Operated									
Start of Shift	Shift 1	Shift 2	Shift 3	Shift 4	Start of Shift	Shift 1	Shift 2	Shift 3	Shift 4
Previous Faults					Wipers / Washer level				
Obvious Leaks					Warning Lights				
Hydraulic Fluid Levels					Gauges/Instruments				
Mast & Carriage					Lights/Beacon				
Chains & Fixing Bolts					Horn				
Forks					Alarms				
Backrest/Extension					Safety Guards/Covers				
Attachments Rotor					Bodywork				
Tyres/Wheels/Nuts					Damage				
Seat & Seat Belt					Engine				
Steering					Fuel Level				
Foot Brake					Engine Oil Level				
Parking Brake					Coolant Level				
Operating Controls					Leaks				
Loose items in cab					Any defects found on shift handover detail below and report it to the plant Manager				
Cleanliness					Manager				
Defect Details:									
Operator					Signature				

Rectifications made (use reverse of sheet if necessary)

Rectifications checked and this record filed by.....(Plant Manager)

Date:.....