



**Your Company Name**  
 123 Company Lane - New York, NY 12345  
 Tel. (123) 456-7890 - Fax. (123) 456-7890

# FORKLIFT TRUCK PRE-USE INSPECTION SHEET

<b>Make &amp; Model</b>	
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<b>Fleet No</b>	
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<b>Serial No</b>	
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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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Checks before starting truck	1	Forks / Attachment							
	2	Carriage plate							
	3	Load guard							
	4	Mast							
	5	Mast rollers / slides							
	6	Lift chains / pulleys							
	7	Hydraulics							
	8	Wheels & tyres							
	9	External condition							
	10	Oil Levels							
	11	Coolant / water							
	12	Controls & rating plate							
	13	Seat & restraints							
Engine running	14	Warning indicators							
	15	Lights & beacon							
	16	Audible devices							
	17	Hydraulic functions							
	18	Drive & Braking							
	19	Steering							
		Operator initials when checks complete							

<b>Additional Comments</b>	

Inspect forklift at the start of each shift according to the daily check sheet.

Return completed sheets to the relevant authority at the end of each week.

Report all faults / damages to the Shift Supervisor or the relevant authority.

In the event of serious faults remove the key and tag the truck 'FAULTY. DO NOT OPERATE'.