

**DAILY CHECKLIST**

**DIESEL / LP GAS FORKLIFTS**

Date: \_\_\_\_\_ Serial Number: \_\_\_\_\_  
 Driver's Name \_\_\_\_\_ Load Test Date: \_\_\_\_\_  
 Hour Meter Reading: \_\_\_\_\_ Last Service Hours: \_\_\_\_\_  
 Hours Since Last Service: \_\_\_\_\_ Signed: \_\_\_\_\_

**PRE-START INSPECTION (VISUAL CHECKS)**

Tyres	1	Overall condition (wear, cuts, cracks, chunks)	
	2	Rims (condition)	
	3	Wheel nuts (missing, stripped or damaged)	
	4	Wheels secure (also check steering pins/bushes)	
Axles	5	Check wheel axles and king-pins are greased	
	6	Check for collapsed king-pins	
	7	Check for leaking cylinder	
	8	Axles cleaned and clear from dirt, strapping and plastic	
Fluid Levels	9	Fuel level (leakage)	
	10	Hydraulic oil level (also check for leaks)	
	11	Brake fluid level and colour (also check for leaks)	
	12	Engine oil level and colour (also check for leaks)	
	13	Transmission oil level and colour (also check for leaks)	
	14	Radiator water level & cap (also check for cracks, leaks and blockages)	
Battery	15	LPG bottle (leaks & security) (if applicable)	
	16	Check battery cells / electrolyte level (if not sealed unit)	
	17	Check worn, burnt and damaged cables	
	18	Terminals (secure, condition)	
Structure	19	Check for loose connections	
	20	Condition of lights & lenses (damaged, broken or blown)	
	21	Body & Overhead Guard (visible damages and cracks)	
	22	Mast (damages to mast, lifting assembly & attachments)	
	23	Tilt cylinder pins & bushes (damages, condition)	
	24	Hoses (leaks / damages)	
	25	Parking brake lever	
	26	Seat & seat belt (secure, functional)	
General	27	Rear view mirrors (missing or cracked)	
	28	Forks (secure, heels not worn and latch-pins intact)	
	29	Data / spec plate (fitted & info visible)	
	30	Radiator core inspection (clean, free from blockages)	
	31	Radiator fan, fan belt and fan guard	

**STARTUP (OPERATIONAL CHECKS)**

Brake System	1	Brake & inching pedal operation	
	2	Brakes functionality	
	3	Handbrake functionality	
Hydraulic System	4	Mast functionality (smoothly operation up and down)	
	5	Lift chains (condition, functionality)	
	6	Tilt functionality (smooth, even operation)	
	7	Side shift functionality (smooth, even operation)	
Electrical System	8	Attachment functionality (if applicable)	
	9	Horn functional	
	10	Strobe / flashing light (functional)	
	11	Lights (functional)	
	12	Reverse buzzer (functional)	
	13	Ignition (functional, free from damage)	
General	14	Display / instrument panel (functional)	
	15	Startup (functional, no difficulty - meaning 1st time start)	
	16	Operation (noises, vibrations, steering)	

Comments:

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