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FORKLIFT TRUCK PRE-OPERATIONAL PROCEDURE

- To be completed at the beginning of each shift and submitted after completion.
- By selecting OK you are declaring to the best of your ability that the forklift truck and attachments are in a safe condition.
- Supervisor to be notified of any defects or unsafe conditions.
- If required place an 'Out of Service' tag on the equipment.
- For further information refer to the manufacturer's or operator's manual.

Operator and Site Details

Name: **Michael Harvey**

Phone: **0409089041**

Site: **Melbourne**

Date: **21-Dec-2018**

Time: **09:09**

Forklift Truck Details

Forklift Truck #: **DFA 953**

Hour Meter Reading: **1056**

Walk Around Checks

1. Tyres – inflation, condition, wheel nuts present and secure: **OK**
2. Hydraulic hoses, cylinders, coolant or engine oil – no leaks: **OK**
3. Hydraulic hoses – no damage or wear: **OK**
4. Tyres, mast and chains – not damaged or wear: **Not OK**

Left Tyne damage.



5. Attachments – no visible damage and serviceable: **OK**

6. Locking pins – serviceable and in place: **OK**

7. Load guard and overhead guard – no damage and in place: **OK**

8. Forklift truck body – covers secure and no obvious damage: **OK**

9. LPG Gas bottle – secure, serviceable, tank in date and no sign of leaks: **OK**

10. Compliance plate for gas installation: **OK**

11. Rated capacity plate – present and legible: **OK**

12. Safety Stickers (decals) and operators manual – legible and in place: **OK**

13. Windshield – condition and clean: **OK**

Engine Checks

14. Engine – clean and free of leaks: **OK**

15. Oil levels (engine, hydraulic and transmission) – serviceable: **OK**

16. Coolant – level is serviceable: **OK**

17. Brake fluid – level is serviceable: **OK**

18. Battery – clean, secure, water level and serviceable: **OK**

Before Forklift Start

19. Seat – no tears and serviceable: **OK**

20. Seat belt (operator restraints) – condition and serviceable: **OK**

21. Mirrors – fitted, clean and serviceable: **OK**

22. Warning devices (horn, lights, and alarms) – no visible damage and serviceable: **OK**

23. Lights (driving, tail, turning indicators and cabin) - no visible damage and serviceable: **OK**

Prior to Operation

24. Engine – runs smoothly: **OK**

25. Gauges and instrumentation – undamaged and serviceable: **OK**

26. Fuel level – full: **OK**

27. Air filter indicator (if diesel) – serviceable: **OK**

28. Hydraulic operation (lift and lower and tilt) – smooth and serviceable: **OK**

29. Brake foot – serviceable and function without grabbing: **OK**

30. Brake hand - serviceable and holds forklift: **OK**

31. Steering - serviceable, responsive and runs smooth: **OK**

32. General comments:

33. Defect reported to (if applicable): **Site manager**

34. Are you fit for work? By choosing 'yes' you are declaring that you are not under the affects of illegal drugs, alcohol, and prescription medication; You are not over tired and suffering the affects of fatigue, and you are fit to complete your normal work duties. If you select 'no' inform your supervisor and DO NOT commence forklift operations.

YES

Be aware of potential Hazards. Drive safely. Keep the load low. Always wear your seat belt. Think about the task and be safe at all times.

Signature:

A handwritten signature in black ink, appearing to read 'MH', is written on a white background.

Name: **Michael Harvey**

Approved by:

Version #: 1.0

Revised: