
	STANDARD CHECKLIST	Document ID:	TNCL-OHS-CHK-0028
		Document owner	OHS Manager
	FORKLIFT CHECKLIST	Revision	01
		Approve Date	21 st March 2024

Forklift Checklist					
Walk around inspection					
Date: _____		Day Shift <input type="checkbox"/>		Night Shift <input type="checkbox"/>	
Start of Shift Hour Meter reading: _____			End of Shift Hour Meter reading: _____		
Fork Lift number: _____					
Warning: All safety information, warnings and instructions must be read and understood before you perform any operation or any maintenance procedure					
1) Look around and under the machine and report any:					
	Yes	No		Yes	No
Damage	<input type="checkbox"/>	<input type="checkbox"/>	Covers and guards out of place	<input type="checkbox"/>	<input type="checkbox"/>
Worn or missing parts	<input type="checkbox"/>	<input type="checkbox"/>	Broken lights, lenses or bulbs	<input type="checkbox"/>	<input type="checkbox"/>
Loose fasteners.	<input type="checkbox"/>	<input type="checkbox"/>	Damaged steps or in poor condition	<input type="checkbox"/>	<input type="checkbox"/>
Trash build up	<input type="checkbox"/>	<input type="checkbox"/>	Handholds in poor condition or dirty	<input type="checkbox"/>	<input type="checkbox"/>
Coolant, Oil or fuel leaks	<input type="checkbox"/>	<input type="checkbox"/>	Accumulated grease or oil	<input type="checkbox"/>	<input type="checkbox"/>
2) Wheel and Tire Checks					
	Yes	No		Yes	No
Defective Tires	<input type="checkbox"/>	<input type="checkbox"/>	Loose or missing wheel nuts	<input type="checkbox"/>	<input type="checkbox"/>
Defective Wheels	<input type="checkbox"/>	<input type="checkbox"/>	Damaged tire valves or missing caps	<input type="checkbox"/>	<input type="checkbox"/>
Under inflated tires	<input type="checkbox"/>	<input type="checkbox"/>	Oil leaks around axles or inner seals	<input type="checkbox"/>	<input type="checkbox"/>
3) Forks, Backrest and Carriage			4) Hydraulic system		
	Yes	No		Yes	No
Loose or missing bolts	<input type="checkbox"/>	<input type="checkbox"/>	Reservoir loose or leaking	<input type="checkbox"/>	<input type="checkbox"/>
Loose or missing forks	<input type="checkbox"/>	<input type="checkbox"/>	Loose, rubbing or worn hydraulic lines	<input type="checkbox"/>	<input type="checkbox"/>
Cracks on forks	<input type="checkbox"/>	<input type="checkbox"/>	Loose hydraulic line fasteners	<input type="checkbox"/>	<input type="checkbox"/>
Loose attachments	<input type="checkbox"/>	<input type="checkbox"/>	Damaged hydraulic cylinders	<input type="checkbox"/>	<input type="checkbox"/>
Worn pins and bushings	<input type="checkbox"/>	<input type="checkbox"/>	Loose or missing filler cap	<input type="checkbox"/>	<input type="checkbox"/>
			Hydraulic side shift	<input type="checkbox"/>	<input type="checkbox"/>
5) Engine Compartment			6) Cooling System		
	Yes	Added	No		Yes
Low oil level	<input type="checkbox"/>	_____	<input type="checkbox"/>	Loose hose clamp connections	<input type="checkbox"/>
Low Coolant level	<input type="checkbox"/>	_____	<input type="checkbox"/>	Cracked hoses	<input type="checkbox"/>
Low hydraulic oil level	<input type="checkbox"/>	_____	<input type="checkbox"/>	Loose or cracked fan	<input type="checkbox"/>
Low fuel level	<input type="checkbox"/>	_____	<input type="checkbox"/>	Remove any trash build up	<input type="checkbox"/>
Battery term/cables	<input type="checkbox"/>	_____	<input type="checkbox"/>		
Electrolite level	<input type="checkbox"/>	_____	<input type="checkbox"/>		
If engine oil check reveals "Milky Oil": _____					
a) DO NOT start the engine		b) Call the shop		c) Have it inspected by a KMCL Mechanic	
7) Operator's compartment					
	Yes	No		Yes	No
Cluttered compartment	<input type="checkbox"/>	<input type="checkbox"/>	Defective roll over protection	<input type="checkbox"/>	<input type="checkbox"/>
Loose or cracked mirrors	<input type="checkbox"/>	<input type="checkbox"/>	Defective windshield wipers	<input type="checkbox"/>	<input type="checkbox"/>
Worn or loose seat	<input type="checkbox"/>	<input type="checkbox"/>	Cracked, pitted or dirty windshield	<input type="checkbox"/>	<input type="checkbox"/>
Defective controls	<input type="checkbox"/>	<input type="checkbox"/>	Defective lights and gauges	<input type="checkbox"/>	<input type="checkbox"/>
Horn	<input type="checkbox"/>	<input type="checkbox"/>	Defective Fire Extinguisher	<input type="checkbox"/>	<input type="checkbox"/>
Note:					
Never start or operate a machine or attachments if leakage, damage, loose or missing parts or fasteners, or any other suspicious condition is discovered or present.					
Make sure that the machine and all implements and attachments are in good operating condition, and that all necessary repairs, clean up etc., are completed before starting or operating any equipment					
Explain any "Yes" answers at the back of this form:					
_____			_____		
Operator's name			Supervisor signature		

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Operator's Checks					
NOTE: If you are not sure or don't understand what to look for- ask your supervisor or a mechanic for assistance					
	Yes	No	Yes	No	COMMENTS
Engine					
Engine runs rough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Low engine oil pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
High engine oil pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
High engine oil temperature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
High engine coolant temperature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Engine smokes blue, black or grey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Engine leaks oil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Oil filler cap is loose or missing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
High engine oil level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Engine oil smells like fuel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Engine oil is milky (white colour)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Engine is dirty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Air Intake System					
Air filter indicator shows red	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Air filter cover is loose or missing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Air intake system has holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Loose or missing clamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unusual noise or whistling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fuel and Cooling System					
Low coolant level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Loose or missing radiator cap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Loose or worn belts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coolant leak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Worn or damaged coolant hoses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dirty radiator core	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Low fuel level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Loose or missing filler cap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transmission					
Loose or missing filler cap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Low transmission oil level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Test all three operations on wheels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Slips or defective in forward or reverse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Steering, Brakes and Drives					
Brakes don't hold or fade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Noise when leaving or stopping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Noise when turning or pulls one way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hydraulic System					
Low hydraulic oil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Loose or missing hydraulic tank cap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
High hydraulic oil temperature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Low hydraulic oil pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hydraulic oil is milky (white colour)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Controls					
Loose or missing control levers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Defective forks and carriage / operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operation of boom up and down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operation of forks up and down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Instruments					
Defective instrument lights or gauges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Defective backup alarm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
EVERY SHIFT					
Grease machine	<input type="checkbox"/>	Boom	<input type="checkbox"/>	Linkages	<input type="checkbox"/>
				Cylinder bushings	<input type="checkbox"/>
				Steering cylinder bushings	<input type="checkbox"/>
Check and top up fuel level -----L			Check and top up coolant level -----L		
Check and top up engine oil _____L			Check and top up hydraulic oil _____L		
Clean cab <input type="checkbox"/>	Windshield <input type="checkbox"/>	Remove personal items <input type="checkbox"/>			

KEEP THE MACHINE CLEAN: WASH IT