

SAMPLE CHECKLIST FOR PRE-OPERATION OF FORKLIFTS

A. Fluid Leve

- 1. The following fluid level is within manufacturers' specifications:
- (a) Battery water level;
- (b) Fuel level;
- (c) Engine oil level;
- (d) Radiator water level;
- (e) Transmission oil level;
- (f) Hydraulic fluid level; and
- (g) Brake fluid level.

B. Lights

- 2. The following lights are in good working condition:
- (a) Headlights (high beam)
- (b) Reverse indicator
- (c) Brake indicator
- (d) Hazard lights

C. Adjustments to suit operator's view

- 3. The following adjustments are made to suit the operator's view:
- (a) Driver seat
- (b) Rear view mirror

E. Brakes

- 4. Foot brake is able to hold and stop the forklift smoothly.
- 5. Parking brake is able to hold the forklift when parked.

D. Tyres

- 6. Tyres are inflated and free of excessive wear or damage.
- 7. Tyre nuts are tight.
- 8. Tyres have adequate thread.

B. Lift or lower system

- 9. Controls of the lift or lower system are able to move freely.
- 10. Lift or lower system is able to return to neutral when released.

F. Others

- 11. The battery connecting terminals are tight and free of exterior defects.
- 12. Battery covers and guarding over other hazardous parts are in place and secured.
- 13. There are no visible signs of leakage (e.g., oil, water).
- 14. Operator's seat is free of visible defects.
- 15. Ensure the following is in good working condition:
 - (a) Rear view mirror
 - (b) Seat belt
 - (c) Mast or forks
 - (d) Fan belt
 - (e) Lifting chain
 - (f) Lifting hose
 - (g) Limit switches
 - (h) Hour meter gauge and other gauges on the instrument pane
 - (i) Battery charge or discharge indicator
 - (j) Horn
 - (k) Hydraulic control lever
 - (l) Reverse warning buzzer
 - (m) Backup alarm