

## Monthly Hand Pallet Truck Operator Check List

Pallet Truck Name/Number: .....

<b>Load Wheels</b>	✓
Roll smoothly, free from banding, tape or string	
Surface has no debris i.e. screws, stones embedded	
No splits in the tyre	
No signs of cracks or damage	

<b>Steer Wheels</b>	✓
Roll smoothly, free from banding, tape or string	
Surface has no debris i.e. screws, stones embedded	
No splits in tyre	
No signs of cracks or damage	

<b>Handle</b>	✓
Secure, bolts not loose or missing	
Pumps smoothly	

<b>Lift Action</b>	✓
Truck lifts to its full height	

<b>Trigger</b>	✓
Operates correctly, does not stick	
Lowers under control	

<b>Brakes (if applicable)</b>	✓
Engage and release without sticking	

<b>General Condition</b>	✓
Check frame for cracks	
Check for signs of oil leakage	

**If you cannot tick any of the above boxes, you must not use the pallet truck and report the fault(s) to your Supervisor/Manager immediately.**

Name: .....

Date: ..... Signature: .....