

Operator responsible for the checks.....

Weekly Check List for Diesel/Gas Truck

An inspection of the following must be carried out weekly.

Item	Description	OK ✓	DEFECT ✖
Visual Inspection	Perform a visual inspection of the truck and all its components. Check for damaged parts, leaks.		
Fuel	Check Fuel Level.		
Engine Oil *	Pull out dipstick located under bonnet clean with dry cloth dip to check level.		
Coolant *	Warning Never open radiator cap when engine is hot.		
Brake Fluid *	Check level of fluid in reservoir. If low do not top up but report defect and do not use truck until checked by service engineer.		
Battery	Check fixings and terminals for corrosion.		
Transmission Oil	Check dipstick with engine at idle.		
Hydraulic Oil	Check level in the tank with engine off and forks lowered to the floor.		
Steering	Check steering wheel rotates smoothly.		
Tyres and Wheels	Check tyres front and back.		
Control Levers	Check all control levers for correct operation.		
Mast and Forks	Check forks for security and damage. Check mast for leaks and damage.		
Chains	Check for cracked links and the security of pins etc.		
Instrument Panel	Check Lights and Instruments.		
Lights	Check operation of working lights, beacons.		
Horn	Check operation of Horn.		
General	Check for excessive noise or abnormal operation. Check previous defects have been rectified.		
Date and Time	Operators Name	Signed	
Make & Model			

* Not to be checked on hired fork lifts

Do not use the truck until any defects have been rectified

<u>DEFECT</u>	<u>DEFECTS RESOLVED</u>