

# Operator responsible for the checks.....

## Weekly Check List for Electric Fork Lift

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.		
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. Check water level.		
Battery Charger	Check for correct operation and for damage to plugs and cables.		
Hydraulic Oil *	Check level in the tank with 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>DEFECTS</u>	<u>DEFECTS RESOLVED</u>