

Daily Check Sheet for Forklift

Make: Kelvin Electric

Serial Number: KS29122

Model: 15

Motive Power: Electric

Item	Description	OK	Defect
Visual Inspection	Perform a visual Inspection of the truck and all its components		
	Check for hydraulic leaks		
	Check Tyres, Wheels and forks for damage and excessive wear		
	Check Chains and Cables for Damage		
	Check operation of Lights, indicators, Horn, reversing Alarm, Seat Belt		
Control Levers	Check all control levers for correct operation		
Brakes	Check their Operation		
Date and Time	Operators Name		signed

Defects Reported	Defects Resolved

If you find any fault please report to warehouse Supervisor
DO NOT USE FORKLIFT Until ALL FAULTS AND DEFECTS ARE RECTIFIED