

8.2: Pre-Use Check Sheet



Model: _____ Serial Number: _____

CHECK ITEMS

✓ OK

X DEFECTIVE

Visual, Sound & Smell Checks

Overall Condition:	No damage, no loose or missing nuts or bolts, leaking fluids, excessive dirt or rust. Previous defects repaired.	☐
Mast Channels:	No damage, distortion, excessive wear, scoring, dirt or foreign bodies present. End stops secure. Adequate lubrication.	☐
Mast Chains:	No damage, excessive wear or stretching. All links and pins in place. Equal tension. Adequate lubrication.	☐
Bearings:	No uneven wear, deformation, cracking or incorrect tracking.	☐
Reach Carriage:	Aligned correctly. No excessive wear or deformation. No cracks in welds. No damage to bearings. End stop bolts secure.	☐
Fork Carriage:	No damage, excessive wear, deformation or cracks. Square to mast and lubricated. End stop bolts secure.	☐
Forks:	Correctly positioned. No damage, cracks, deformation or excessive wear. Locating pins intact and secure.	☐
Tyres:	No excessive damage, wear, cracks or cuts. No embedded foreign objects. No separation from rims.	☐
Wheels:	No damage, excessive rust, cracks or debris. All nuts present and secure.	☐
Access:	Steps and grab handle secure, clean and in good condition.	☐
Load Backrest:	Secure, clean, no deformation or cracks (if fitted).	☐
Hydraulics:	Hoses routed correctly. No kinks or wear. Check all seals and couplings for damage, wear and leaks.	☐
Hydraulic Oil Cooler (If Fitted):	No build-up of dust or debris around the fan or on the fins.	☐
Cooling Fans (If Fitted):	No build-up of dust or debris	☐
Safety Decals:	Present, secure and easily legible.	☐
Hydraulic Tank:	No damage or leaks. Correct oil level (lower forks fully before checking).	☐
Operating Enclosure:	Securely attached. Clean, undamaged (no deformation or cracks), no loose items.	☐
Lights, Windows, Mirrors:	All clean and in good condition.	☐
Fire Extinguisher (If Fitted):	Secure and charged.	☐
Serial Plate, Capacity Chart:	Present, secure and easily legible.	☐
Electrical Connections/Terminals:	All connections secure and undamaged, no melting or blackening, no loose or bare wires.	☐
Pump Motor:	Running smoothly. No unusual or excessive noises or smells. Free from debris.	☐
Drive Motors (x2):	Running smoothly. No unusual or excessive noises or smells. Free from debris.	☐
Battery:	All connections secure, no damage, leaks or corrosion. Electrolyte level within acceptable range.	☐
Presence Mat:	In good condition, secure.	☐

Operational Checks

Power On/Off Key Switch:	Working correctly. In good condition.	☐
Horn & Reversing Alarm:	Working properly. Sufficiently audible.	☐
Display Console:	Screen & Buttons functioning properly. No warning symbols or faults displayed.	☐
Lights:	Work, Road, Safety – All working correctly, sufficiently bright.	☐
Mast/Fork Hydraulic Functions:	Lift/Lower, Reach, Tilt, Auxiliary - Working smoothly through the full range of movement.	☐
Park Brake:	Functions & Releases	☐
Direction & Traction Control:	Traction smooth and controlled in correct direction.	☐
Steering:	Working correctly with no excessive play or restriction in any mode.	☐

Defect Details:

Operator's Signature: _____

Date: _____

Manager's / Supervisor's Signature: _____

Date: _____