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0800 4KLIFTS

FORKLIFT

OPERATORS DAILY/WEEKLY CHECKLIST Battery Electric and Powered Pallet Trucks

Forklift No. _____

Date: / /

DAILY - Check before start
each shift:



If OK



If not OK



Not checked

	MON		TUES		WED		THURS		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Obvious Damage														
Leaks and Loose Items														
Gauges, Warning lights														
Headlights, Horn, Flashing lights														
Directional Controls														
Steering for Operation														
Service and Park Brake														
Mast & Hydraulic Controls														
Battery Plug Charger (Tight)														
Battery Charge (Charge indicator working)														
Battery Charge Connections														
Charge Operation														
Top up battery with deionised water														

WEEKLY - Check at least once a week:

Hydraulic Oil Level		
Tyre Condition & Pressure		
Battery Electrolyte Level		

Hour Meter – Start of Day:

MON		TUES		WED		THURS		FRI		SAT		SUN	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

REMARKS (Explain all items needing attention or repair) _____

NEXT FULL SERVICE DUE AT: _____ hrs or Date _____

Operators Signature : _____ Supervisors Signature: _____