

Plant and Forklift Pre-Use Inspection

Keep a week of daily walk-around checks on a single sheet that lives with the machine, so the record is made where the machine is rather than in an office.

A week of daily pre-use checks for a forklift, telehandler or similar machine, on one sheet that lives with the machine.

THE CRITERIA ARE YOURS, NOT OURS

No pass or fail criteria are printed here, and no inspection interval. Who may operate a machine, what training they need and how often it must be examined differ by country and by workplace. Check what applies, and record the result here.

Machine and type

Serial or fleet number

Week beginning

Location

Attachment fitted

DAILY CHECKS one column per day; note anything found in the table below

Check	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Hour meter reading							
Tyres and wheels							
Forks or attachment							
Chains and hoses							
Hydraulics and rams							
Fluid levels and leaks							
Brakes							
Steering							
Horn and reversing alarm							
Lights and beacon							
Seatbelt and seat							
Mirrors and visibility							

Battery or fuel							
Guards and data plate							
Operator initials							

DEFECTS FOUND

Date	Defect	Reported to	Withdrawn	Cleared by and date