



FLT ACADEMY LTD

Counterbalance Forklift Pre-Use Checklist

Daily operator inspection record - complete before the truck is used

Date: _____	Inspection time: _____	Operator: _____
Truck ID / fleet number: _____	Make / model: _____	Power: Electric / LPG / Diesel / Other: _____

Mark PASS, DEFECT or N/A. Follow the manufacturer handbook and site procedure. If a safety defect is found: stop, isolate the truck and report it.

SECTION	CHECK ITEM	WHAT TO EXAMINE / TEST	PASS	DEFECT	N/A	NOTES / DEFECT DETAILS
WALKAROUND	1. Fork arms	Condition, cracks, distortion, wear, heel thickness and matching fork height.	☐	☐	☐	
	2. Fork locking devices / attachments	Locking pins engaged; attachment secure, compatible and undamaged.	☐	☐	☐	
	3. Carriage and load backrest	Secure, undamaged and free from excessive wear or movement.	☐	☐	☐	
	4. Mast channels and welds	No visible damage, cracking, distortion or obstruction.	☐	☐	☐	
	5. Mast rollers / slides	Secure, correctly located and showing no obvious damage or excessive wear.	☐	☐	☐	
	6. Lift chains and anchor points	Even tension; no damaged links, corrosion, loose pins or poor lubrication.	☐	☐	☐	
	7. Chain pulleys / guides	Secure, aligned and visibly serviceable.	☐	☐	☐	
	8. Hydraulic system	Hoses, pipes, rams and connections secure; no leaks, damage or chafing.	☐	☐	☐	
	9. Wheels	Secure; wheel nuts present; no obvious rim, hub or bearing damage.	☐	☐	☐	
	10. Tyres	Correct condition and pressure where applicable; no deep cuts, chunking or excessive wear.	☐	☐	☐	
	11. Truck body / overhead guard	Counterweight, panels, guard, steps and handholds secure and undamaged.	☐	☐	☐	
	12. Leaks and surrounding floor	No fuel, oil, coolant, hydraulic fluid or battery leakage.	☐	☐	☐	
OPERATOR	13. Capacity plate and safety labels	Present, legible and appropriate for the truck and fitted attachment.	☐	☐	☐	
	14. Operator seat and restraint	Seat secure and adjusted; belt or other restraint operates correctly.	☐	☐	☐	
	15. Operator area	Floor, pedals, controls, mirrors/cameras and access points clean and unobstructed.	☐	☐	☐	
	16. Battery / fuel system	Battery, connector and cables secure; or fuel/LPG components secure with no leaks.	☐	☐	☐	
FUNCTION	17. Start-up and instruments	Correct starting sequence; gauges, warning lamps and interlocks operate normally.	☐	☐	☐	
	18. Lights and visibility aids	Work lights, beacon, mirrors and camera systems operate if fitted.	☐	☐	☐	
	19. Horn and audible warnings	Horn and reversing or movement alarms operate clearly if fitted.	☐	☐	☐	
	20. Hydraulic functions	Lift, lower, tilt and auxiliary controls work smoothly without drift or unusual noise.	☐	☐	☐	
	21. Steering	Smooth and responsive with no excessive play or unusual noise.	☐	☐	☐	
	22. Service brake	Stops the truck effectively and evenly during a controlled test.	☐	☐	☐	
	23. Parking brake	Holds the truck securely during the approved test.	☐	☐	☐	
	24. Drive and direction controls	Forward/reverse and travel controls respond correctly; no abnormal noise or vibration.	☐	☐	☐	

RESULT: ☐ Truck passed and released for use ☐ Truck isolated / defect reported Defect reference: _____
Operator signature: _____ Supervisor / authorised person: _____