

Powered pallet truck | Pre-shift check

Site/company: _____ Operator: _____

Date: _____ Time/shift: _____ Hour meter: _____

Truck ID: _____ Make/model: _____

Mode checked: Pedestrian-operated / Ride-on / Both Battery ID: _____

Use before each shift. Follow the machine handbook and site procedure; add model-specific checks below. Tick one result per item: Pass / Defect / N/A (not applicable). An unchecked item is not a pass.

A. VISUAL CHECKS - parked, lowered and switched off	Pass	Defect	N/A
01 Previous defects cleared; handbook, rating and labels readable.	☐	☐	☐
02 Forks/tips: no distortion, cracks or damaged entry surfaces.	☐	☐	☐
03 Load/entry rollers, axles and fixings: sound and free of debris.	☐	☐	☐
04 Drive wheel and fitted castors: wear, damage and security.	☐	☐	☐
05 Lift linkage, pins and visible components: condition/security.	☐	☐	☐
06 Hydraulics: hoses, cylinder, leaks and specified fluid level.	☐	☐	☐
07 Tiller/control head, grips, cables and controls undamaged.	☐	☐	☐
08 Guards, covers and fitted load backrest securely fitted.	☐	☐	☐
09 Ride-on: platform, hinges/latches and standing surface sound.	☐	☐	☐
10 Ride-on: fitted side protection/handrails secure and sound.	☐	☐	☐
B. BATTERY AND ELECTRICS	Pass	Defect	N/A
11 Battery securely fitted; covers and locking devices sound.	☐	☐	☐
12 Cables/connector intact; no battery damage or leaks.	☐	☐	☐
13 Charge adequate; charger off/disconnected, lead stowed.	☐	☐	☐
14 Battery-specific checks completed to handbook instructions.	☐	☐	☐
C. FUNCTION CHECKS - clear, authorised test area	Pass	Defect	N/A
15 Steering, travel/speed controls, horn and indicators work.	☐	☐	☐
16 Brakes and fitted tiller-return/braking positions work.	☐	☐	☐
17 Emergency stop and fitted reversing device: handbook tests.	☐	☐	☐
18 Fork lift/lower controls work; movement smooth and controlled.	☐	☐	☐
19 Ride-on/mode controls and fitted platform/guard interlocks work.	☐	☐	☐
20 No abnormal noise, vibration or leaks during function checks.	☐	☐	☐

Additional handbook/site checks and results: _____

Defects / item numbers / action (continue on a referenced sheet if needed):

Reported to: _____ Date/time: _____

☐ Checks satisfactory - safe to use ☐ DO NOT USE - isolated / VOR

Operator signature: _____ Instructor (if training): _____

If unsafe or unsure: stop, park safely, report and prevent use. Attach a VOR (Vehicle Off Road) notice and follow site isolation procedures. Return to service only after authorised clearance. Record clearance separately.

Low-lift pallet trucks only, not stackers. Check each mode to be used. Never use a person to test the emergency reversing device. Keep feet clear of wheels/forks; never bypass protection. Use safe handbook test methods. This sheet does not replace maintenance or thorough examination.