

Reach truck | Pre-shift check

Site/company: _____ Operator: _____

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

Truck ID: _____ Make/model: _____

Attachment: _____ Battery type/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 and capacity plate readable.	☐	☐	☐
02 Drive/load wheels, tyres and fixings: wear, damage and debris.	☐	☐	☐
03 Support legs and load-wheel assemblies: condition/security.	☐	☐	☐
04 Forks: heels, tips, mounting hooks and positioning locks.	☐	☐	☐
05 Mast, carriage, chains, anchors and rollers: visible condition.	☐	☐	☐
06 Reach mechanism, guides/rollers and stops: visible condition.	☐	☐	☐
07 Hydraulics: hoses, cylinders, leaks and specified fluid level.	☐	☐	☐
08 Overhead guard, backrest, panels and attachment secure.	☐	☐	☐
09 Seat/platform, fitted protection and access: clean and sound.	☐	☐	☐
10 Mirrors, glazing and fitted cameras: clear and undamaged.	☐	☐	☐
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 Warnings, operator-presence and fitted safety devices work.	☐	☐	☐
16 Horn, fitted lights/alarms and emergency stop: safe tests.	☐	☐	☐
17 Steering, travel controls and service/parking brakes respond.	☐	☐	☐
18 Lift/lower, fitted tilt, sideshift and attachments operate.	☐	☐	☐
19 Reach extends/retracts smoothly; no binding or hose snagging.	☐	☐	☐
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.

Trained checks only: keep clear of the reach mechanism; never reach into moving parts or feel for hydraulic leaks. Use safe handbook test methods. This sheet does not replace maintenance or thorough examination.