

# VNA man-down | 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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 02 Drive/load wheels, tyres and fixings: wear, damage and debris.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 03 Mast, lift chains, anchors and rollers: visible condition.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 04 Forks, locks, carriage and backrest: condition and security.    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 05 Turret/traverse assembly, guides and stops: visible condition.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 06 Hydraulics, moving hoses/cables and specified fluid level.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 07 Overhead guard, panels and fitted barriers secure and sound.    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 08 Seat, fitted restraint/protection and access: clean and sound.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 09 Guide rollers/sensors and fitted scanners clean/undamaged.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 Mirrors, fitted fork camera/display and attachment sound.       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. BATTERY AND ELECTRICS                                           | Pass                     | Defect                   | N/A                      |
| 11 Battery securely fitted; covers, cables and connector sound.    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 No damage/leaks; battery checks and charge per handbook.        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13 Charger off/disconnected; charging lead safely stowed.          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. FUNCTION CHECKS - clear, authorised test area                   | Pass                     | Defect                   | N/A                      |
| 14 Display, horn, fitted lights/alarms and emergency stop work.    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15 Operator-presence and fitted barrier/safety interlocks work.    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16 Steering/travel and automatic/service/parking brakes work.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17 Fork lifting/lowering and fitted attachments operate smoothly.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18 Turret rotation and fork traverse smooth; hoses/cables clear.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19 Fitted guidance, aisle-end stops and limits: handbook tests.    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20 No abnormal noise, vibration or leaks during function checks.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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.

Operator remains at ground level. Keep clear of the mast and turret; never bypass interlocks or use people to test scanners. Never feel for hydraulic leaks or go under raised forks. Use safe handbook test methods. This sheet does not replace maintenance or thorough examination.