COUNTERBALANCE FORKLIFT TRUCK DAILY PRE-USE INSPECTION CHECKLIST

Date: _____ Operator: _____ Machine ID: _____

Hours: _____ Site: _____ Signature: _____

GENERAL / CAB	P	F	N/A
Operator manual present	☐	☐	☐
Seatbelt functional & undamaged	☐	☐	☐
Mirrors clean & adjusted	☐	☐	☐
Cab glass intact (no cracks)	☐	☐	☐
Controls & joysticks functional	☐	☐	☐
Warning lights / gauges operational	☐	☐	☐
Horn working	☐	☐	☐
Heater / demister working	☐	☐	☐
Fire extinguisher present & in date	☐	☐	☐

ENGINE & FLUIDS	P	F	N/A
Engine oil level	☐	☐	☐
Coolant level	☐	☐	☐
Hydraulic oil level	☐	☐	☐
Fuel level adequate	☐	☐	☐
No visible leaks (oil, coolant, hydraulic)	☐	☐	☐
Air filter condition	☐	☐	☐
Battery secure & terminals clean	☐	☐	☐

MAST, FORKS & HYDRAULICS	P	F	N/A
Forks undamaged & not bent	☐	☐	☐
Fork locking pins secure	☐	☐	☐
Mast raises / lowers smoothly	☐	☐	☐
Tilt forward / back operates smoothly	☐	☐	☐
Side shift functional (if fitted)	☐	☐	☐
Hydraulic hoses - no damage or leaks	☐	☐	☐
Chains & rollers condition	☐	☐	☐

WHEELS, TYRES & STEERING	P	F	N/A
Tyre condition (all wheels)	☐	☐	☐
Wheel nuts tight & present	☐	☐	☐
Steering responsive & no excess play	☐	☐	☐
Counterweight secure & undamaged	☐	☐	☐
Overhead guard secure & undamaged	☐	☐	☐

BRAKES & LIGHTS	P	F	N/A
Service brake effective	☐	☐	☐
Parking brake holds on slope	☐	☐	☐
Headlights & work lights	☐	☐	☐
Indicators & hazard lights	☐	☐	☐
Reversing alarm / camera	☐	☐	☐
Beacon operational	☐	☐	☐

COMMENTS / DEFECTS:

_____

_____

_____

DISCLAIMER: This checklist is a guide only and does not replace manufacturer instructions, site-specific procedures, or legislative requirements. The operator is responsible for ensuring the machine is safe to use. Any defects must be reported immediately and the machine taken out of service until rectified.

If you are looking for counterbalance forklift training call 0800 689 1793 or visit vallyplanttraining.co.uk

Do not operate if any critical defect is found. Report immediately to supervisor.

VPT
VALLY PLANT TRAINING