

# Forklift inspection checklist

Report no.: \_\_\_\_\_

Date: \_\_\_\_\_

Preventive maintenance of a forklift truck

## Customer

Company \_\_\_\_\_

Address \_\_\_\_\_

Contact person, phone \_\_\_\_\_

## Service

Service company \_\_\_\_\_

Technician \_\_\_\_\_

Start / finish time \_\_\_\_\_

## Machine

Forklift (make, model) \_\_\_\_\_

Serial number \_\_\_\_\_

Asset no., location \_\_\_\_\_

Fleet / registration no. \_\_\_\_\_

Rated capacity [kg] \_\_\_\_\_

Power: ☐ electric ☐ diesel ☐ LPG \_\_\_\_\_

Type of work: ☐ periodic inspection ☐ repair ☐ installation / commissioning ☐ diagnostics ☐ warranty repair

## Checklist

| No. | Check                                                 | OK | Not OK | N/A | Remarks |
|-----|-------------------------------------------------------|----|--------|-----|---------|
| 1   | Forks – cracks, wear, straightness, locks             |    |        |     |         |
| 2   | Mast chains – elongation, lubrication, anchor pins    |    |        |     |         |
| 3   | Mast and carriage – rollers, guides, play             |    |        |     |         |
| 4   | Hydraulics – hoses and cylinders for leaks, oil level |    |        |     |         |
| 5   | Service brake and parking brake                       |    |        |     |         |
| 6   | Steering – play and operation                         |    |        |     |         |
| 7   | Wheels and tyres – wear, damage, fixing               |    |        |     |         |
| 8   | Horn, lights, reversing alarm                         |    |        |     |         |
| 9   | Seat belt and overhead guard                          |    |        |     |         |
| 10  | Battery and charging or engine – fluid levels, leaks  |    |        |     |         |
| 11  | Data plate and load chart – legibility                |    |        |     |         |
| 12  | Lift, lower and tilt test                             |    |        |     |         |
| 13  |                                                       |    |        |     |         |
| 14  |                                                       |    |        |     |         |
| 15  |                                                       |    |        |     |         |

## Reported issue / faults found

| Work carried out |
|------------------|
|                  |

| Parts and materials used | Qty |
|--------------------------|-----|
|                          |     |
|                          |     |
|                          |     |
|                          |     |

| Recommendations, next inspection date |
|---------------------------------------|
|                                       |

Machine fit for operation: ☐ yes ☐ no ☐ with conditions (see recommendations)

\_\_\_\_\_

Date and technician's signature

\_\_\_\_\_

Date and customer's signature

This form records maintenance carried out by the service company. It does not replace the statutory inspections required in your country.