

SITE / CUSTOMER	TRUCK SERIAL NO.	BRAND / MODEL	HOUR METER
WEEK COMMENCING	CHECKED BY (OPERATOR)	VERIFIED BY (SUPERVISOR)	SIGNATURE

A DAILY PRE-SHIFT CHECK

Operator · before the first lift of each shift

	M	T	W	T	F	S	S
Forks Cracks, bends, uneven tips, worn heels	☐	☐	☐	☐	☐	☐	☐
Mast and chains Slack or uneven chains, dry links, damaged rollers	☐	☐	☐	☐	☐	☐	☐
Tyres Wear to the line, chunks missing, embedded debris	☐	☐	☐	☐	☐	☐	☐
Fluid leaks Puddles under the truck. Red is hydraulic, dark is engine oil	☐	☐	☐	☐	☐	☐	☐
Brakes and steering Free play, pulling to one side, spongy pedal, park brake holds	☐	☐	☐	☐	☐	☐	☐
Horn, lights, reverse alarm All working. A silent reverse alarm is a pedestrian risk	☐	☐	☐	☐	☐	☐	☐
Seat belt and seat switch Belt latches, truck cuts out when the seat is left	☐	☐	☐	☐	☐	☐	☐
Data plate / capacity chart Present and readable	☐	☐	☐	☐	☐	☐	☐
Hour meter reading Write the number down. This is your servicing clock	☐	☐	☐	☐	☐	☐	☐

B WEEKLY CHECK

Supervisor · about 15 minutes

☐ Battery water level (lead-acid): top up AFTER charging, distilled water only	Date: _____
☐ Battery terminals and cables: corrosion, heat marks, chafing	Date: _____
☐ Chain lubrication: dry chains stretch and rust fast in our humidity	Date: _____
☐ Hydraulic oil level, with the mast fully lowered	Date: _____
☐ Attachments: side shift, clamps, fork extensions	Date: _____
☐ Review the week's daily sheets. Two operators reporting the same niggles is a fault	Date: _____

C SERVICE BY HOUR METER

Forklifts wear by use, not by the calendar

TRIGGER	ROUGHLY	WHAT GETS DONE
Every 200 to 250 hours	4 to 6 weeks, single shift	PM service: fluids and filters, brakes, mast and chains, tyres, safety devices
Every 500 to 1,000 hours	3 to 6 months	Hydraulic system, drive train, steering, electrical connections
Every 2,000 hours or yearly	Annual	Major service and overhaul items per the manufacturer service book
Every 6 months minimum	Low-hour trucks	Seals dry out and fluids degrade even when the truck is barely used

If any check fails, take the truck out of service until it is repaired.

Not after this pallet. Under the Workplace Safety and Health Act, machinery must be kept safe and properly maintained, and records kept.