

DAILY INSPECTION & FAULT CHECK LIST

SHACK INDUSTRIES / DISCOUNT FORKLIFTS

194 Derrimut Dr, Derrimut. Vic. 3030. Ph: 03 8353-2888

Company Name: _____

Driver Name: _____

Forklift Number: _____

Drivers Signature: _____

Hours Meter Reading: _____

Date / Week commencing: _____

IMPORTANT Operators are required to check the following items before commencing work. [tick OK] [x Fault] [n/a NA]

Before commencing operations check:		Mon	Tue	Wed	Thu	Fri	Sat	Sun
1.	Brakes (fluid levels) and steering working safely							
2.	Visibility - windscreen, wipers, washer, mirrors, windows							
3.	Check condition and adjustment of seatbelts							
4.	Wheels, tyres, nuts, damage, wear, pressure (visual)							
5.	Carry out general inspection of machine - record any damage							
6.	Warning signs - lights, alarms, beepers, horn, gauges							
7.	Hydraulics - rams, hoses, leaks, wear							
8.	Excessive wear - hooks, chains, pins, pivots, tracks, ground Engagement tools / attachments.							
9.	Oil (eng, hyd, trans), coolant and water levels. Add oil and water if required. Check with caution							
10.	Misc. electrical, fire extinguisher, communications							
FAULT / DEFECT DETAILS								
	drivers initial							

To be used to report any fault or defect identified during daily safety checks or during work operations

Reported by: _____ Reported to: _____

Position: _____ Position: _____

Date: _____

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