



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

Daily checklist - Include any checks as per the operators' manual and NOHSC 7019 (1992)

Vehicle: _____

- To be carried out at the start of each day. Checklist log to be retained with vehicle.
- Any defects are to be listed on sheet and supervisor to be notified of defect.
- Supervisor to arrange repairs of defects. Place 'Out of Service' tag on equipment if required.
- Supervisor to ensure that repairs are signed off by repairer in defects log when completed.
- For further information refer to manufacturer's or operator's manual.

Example of daily checks required

WALK AROUND CHECKS	ENGINE CHECKS	BEFORE START	AFTER START
<ul style="list-style-type: none"> ➤ Tyres – condition, inflation, wheel nut ➤ Leaks – hydraulic hoses, cylinders, check floor for oil or water leaks ➤ Damage/Wear – hydraulic hoses, forks, mast & chain, load guard, overhead guard, gas bottle secure, other obvious defects 	<ul style="list-style-type: none"> ➤ Clean and free of leaks ➤ Oils – engine, hydraulic, transmission ➤ Coolant ➤ Brake fluid ➤ Battery clean and secure 	<ul style="list-style-type: none"> ➤ Seat, seat belt ➤ Mirrors ➤ Warning devices – horn, lights, alarms ➤ Rated Capacity Plate 	<ul style="list-style-type: none"> ➤ Running smoothly, gauges, fuel level ➤ Hydraulic operations ➤ Brakes – hand and foot ➤ Steering

DAILY CHECKLIST LOG				DEFECTS LOG			
Week Ending Sun./...../.....	Name (Print Name)	Signature	Checks Completed ✓	Brief Description of Defects (if applicable)	Reported to (Signature)	Repaired by (Signature)	Date
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

Doc. Name	Forklift Daily Checklist and Defects Log		
Doc. Number	ESA-00000-F	Vs 8 250308	Page 1 of 1