

OPERATOR PRE-SHIFT INSPECTION SHEET
Rider Operated Counterbalance and Reach Lift Trucks

NAME:	DATE:
Truck No:	

NO.	ITEM	CHECK COMPLETE	COMMENTS
1	FORK ARMS/ATTACHMENT		
2	CARRIAGE PLATE		
3	BACKREST EXTENSION		
4	MAST		
5	MAST ROLLERS/SLIDES		
6	LIFT CHAINS		
7	CHAIN PULLEYS		
8	HYDRAULICS		
9	WHEELS		
10	TYRES		
11	EXTERNAL CONDITION		
12	RATED CAPACITY PLATE		
13	OPERATING POSITION		
14	OPERATORS SEAT		
15	GAS TRUCKS		
16	STARTING PROCEDURE ENGINE TRUCKS		
17	STARTING PROCEDURE ELECTRIC TRUCKS		
18	LIGHTS		
19	AUDIBLE WARNINGS		
20	HYDRAULIC CONTROLS		
21	DRIVE & BRAKING		
22	STEERING		

ADDITIONAL COMMENTS	

NO.	CRITERIA	EXPLANATORY NOTES
1	Fork Arms/Attachment <i>Mandatory Component</i>	Each fork arm should be checked for wear, cracks and distortion. Check for wear causing thin, jagged edges at the fork tip. Particular attention should be paid to the fork hooks and carriage plate, constant movement between these points causes wear and fracture. The fork arms should be equally spaced on the carriage with the fork retaining pins engaged and secure. Any attachment fitted must be attached appropriately and secure on the carriage plate (if applicable). Locking pins, welded joints, pivots should not be worn, cracked or seized. The attachment must not be bent, twisted or distorted and must be in good, functional working order.
2	Carriage Plate <i>Mandatory Component</i>	The carriage plate should have no obvious damage and sit square to the mast. The end stop bolts must be engaged and secure. The fork locking pins must fully engage into the castellations.
3	Back Rest Extension	Distortions, cracks and security.
4	Mast <i>Mandatory Component</i>	Checks should be made to the outer mast sections for damage, distortions and cracks. In addition the inner mast channels or runners must be inspected for undue wear, scoring, excessive dirt or any foreign bodies which may be fouling the mechanism.
5	Mast Rollers/Slides <i>Mandatory Component</i>	The mast guide rollers, including reach channel rollers must not show signs of uneven wear, incorrect tracking, flat spots and scoring. Mast slides must be intact and not loose.
6	Lift Chains <i>Mandatory Component</i>	Check lift chains for evidence of deterioration, loose or worn pins, damaged pin rivet heads, worn, cracked or missing links and signs of rust on link plates. Chain anchor points must be inspected for damage, even adjustment and security of the locking nuts.
7	Chain Pulleys <i>Mandatory Component</i>	Chain pulleys should have no obvious damage, uneven wear and flat spots. The chains running over pulleys should show signs of tracking correctly between the riveted end of the chain pins and the inner walls of the pulley flanges.
8	Hydraulics <i>Mandatory Component</i>	All hydraulic rams, seals and couplings must be checked for damage and leaks. Particular attention should be given to where the piston emerges from the outer cylinder for any oil, corrosion and scoring on the piston. Examine all visible hydraulic hoses/pipes for kinks, damage, crushing, abrasion leaks or signs of fouling which could result in a possible hydraulic leak. Any hose reel mechanisms (if fitted) should be undamaged and running freely with no evidence of hydraulic oil leaks.
9	Wheels <i>Mandatory Component</i>	There should be no obvious missing or loose wheel nuts. The wheel rim and hub should be examined for damage, cracks and scoring. Inspect the stub axles and steering assembly for excessive dirt or any foreign bodies especially polythene shrink wrap, banding etc. which may be fouling the mechanism.
10	Tyres <i>Mandatory Component</i>	Individual tyres should be checked for punctures and pressures [pneumatics], adequate and even tread across the same axle, damage, flat spots and deep cuts. All swarf, nails, flints, etc.

		should be removed from the tread. Incorrect wheel alignment results in uneven wear of the tyres and if the fault is great the steering ability of the truck is affected. Check the tyre side wall for evidence of deterioration and cracks.
11	External Condition	Examine the general condition and security of the machine's, overhead guard, battery and engine covers, doors and panels should be complete, damage free and secure. Inspect the bodywork for damage, rust, broken hinges, or locks, battery access panels etc. which could be detrimental to the trucks safe operation. Windscreens, mirrors [if fitted], lights and warning devices should be in working order, clean, and free from damage. When walking around the truck, the operator should check on top of the mast section, tie bars, overhead guard or cab, for articles which may have been left there which could fall when the truck is operated. In addition the operator should ensure there are no water, oil, fuel or any other type of fluid leaks. The trucks reach legs and channels should be free from damage and debris, any wheel guards or covers must not be in contact with the tyres.
12	Rated Capacity Plate Mandatory Component	The rated capacity plate must be fitted, it must be secure, clear and legible and display, at least, the maximum weight the lift truck can pick up, the load centre and the maximum lift height, appropriate to the lift truck and or any attachments fitted.
13	Operating Position	The floor and cockpit area should be dry and clear of dirt or any foreign bodies, which may be fouling the operating controls, safety switches or devices. Foot and hand operated controls and instruments should be intact, undamaged and functional. Visual gauges, decals and instruments should be unobstructed, clean and intact.
14	Operator's Seat	Check anchor points, runners/slides and end stops are engaged, secure and undamaged. Ensure that under the seat is clear of any foreign bodies which may be fouling the adjusters and any safety interlock switches and weight function indicators. Inspect the operator's seat restraint [if fitted] for splits, cuts and general condition of the webbing. The buckle must securely retain the belt in place and be capable of being released when under tension. Check the seat and back rest adjusters to ensure they are intact, damage free and functional.
15	Gas Powered Trucks	The gas cylinder must be undamaged, mounted correctly with the locking pins or straps intact, engaged and secure. Examine the supply pipe for kinks, damage and signs of fouling where possible leaks could occur. Turn the gas supply valve on, check for leaks, particular attention should be given to the seals on all valves and couplings. The bottle orientation must be check for accuracy. Coolant and Oil levels should be checked only if it is safe to do so.
16	Internal Combustion Engine Trucks	Confirm adequate fuel level. Ensure that the ignition key switch and combined starter function correctly, any ignition lights should illuminate and the starter turns the engine, the key switch should also satisfactorily stop the engine. If appropriate the cold start and stop controls should be intact and functional.

		It is especially important that any oil pressure and charging lights are working. Physically and visually check any interlocks, instruments and gauges to ensure they are functioning in accordance with the manufacturer's operating handbook. Coolant and Oil levels should be checked only if it is safe to do so.
17	Starting Procedure - Electric Trucks	The traction battery is secure and the power supply cable is intact, connected and secure. Confirm adequate charge. Ensure the on/off key switch system activates the power and the isolator switch [if fitted] functions correctly. Physically and visually check any additional interlocks or gauges to ensure they are functioning in accordance with the specific manufacturer's operating handbook.
18	Lights	Any service lights fitted should be in working order. This includes direction indicators, reversing lights, brake lights, flashing beacons, road lights, presence lights, spot/working lights etc. Lenses should be free from damage, clear of debris, secure and be able to be seen at a reasonable distance by others.
19	Audible Warning Devices	The machine must not be operated if the horn is defective. If there is an audible warning device, check that it activates and can be heard, e.g. if you leave the cockpit without switching off the power or fail to apply the parking brake, selecting reverse gear, height, weight and pressure limit switches, etc.
20	Hydraulic Controls <i>Mandatory Component</i>	All hydraulic driven parts (mast height, reach carriage, tilt mechanisms etc.) must be run to their end positions, to lubricate all the moving parts, checking for their serviceability, smooth operation, obvious leaks and that there is sufficient oil in the tank.
21	Drive and Braking <i>Mandatory Component</i>	Forward and reverse should be engaged to ensure their smooth operation and positive response to the accelerator pedal. The parking brake should be tested by slowly driving and then apply the brake, the truck must stop. The efficiency of the foot brake should be tested in both directions, braking must be even. The brake pedal should not travel to the cockpit floor. Lift trucks may be fitted with hydrostatic, rheostatic regenerative or opposite direction braking systems, in addition to mechanical brakes, these must be checked to ensure they are functional in accordance with the manufacturers operating handbook.
22	Steering <i>Mandatory Component</i>	Check for excessive play in the steering wheel before starting the truck. Avoid turning the wheels of the truck whilst stationary, this may subject the steering mechanism and tyres to unnecessary wear or strain. The operator should move the truck in both directions checking the steering operation fully on both locks. 180 and 360 degree steering systems should function correctly and any steering instrument indicators should correlate to the wheel position.