**Truck Type: Counterbalance or Reach Truck**
**Pre-Use Inspection Check Sheet**

| | Date | | | | | | | | | | | | | | | | | | | | | | | | Defect |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Fork Arms | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Carriage - Plate | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Backrest Extension | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Mast | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Mast Roller/Slides | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Lift Chains | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Chain Pulleys | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Hydraulics | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Wheels | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Tyres | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | External Condition | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Operating Position | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Operators Seat | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Gas Powered Trucks | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Starting Procedure Engine Trucks | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Starting Procedure Electric Trucks | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | Lights | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | Audible Warnings | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | Hydraulic Controls | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | Drive Braking | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | Steering | | | | | | | | | | | | | | | | | | | | | | | | |
| | Sign | | | | | | | | | | | | | | | | | | | | | | | | |

**A Pre-Use Inspection should be done at the start of every shift.**