Pre Use Checks – Explanation for most truck types

Item	Explanation
Fork Arms/Attachment	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, and 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.
Carriage Plate	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 and the plate free from debris.
Back Rest Extension	*(Optional Extra)* The backrest extension should be free from distortions and cracks and should be securely fastened.
Mast and/or Transverse mast	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. Any warning decals should be clearly visible.
Mast Rollers/Slides including transverse	The mast guide rollers must not show signs of uneven wear, incorrect tracking, flat spots and scoring. Mast slides must be intact and not loose. There should be no polythene or rubbish wrapped around the roller bearings.
Lift Chains	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, and/or split pins.
Chain Pulleys	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. Check to ensure circlips are present.

Hydraulics	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.
Wheels	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.
Tyres	Individual tyres should be checked for punctures and pressures (pneumatics), adequate and even wear across the same axle, damage, flat spots and deep cuts, large chunks or foreign bodies such as swarf, nails, flints, etc. should be removed from the tyre. Incorrect wheel alignment results in uneven wear of the tyres and if the fault is significant enough the steering ability of the truck can be affected. Check the tyre sidewall for evidence of deterioration and cracks.
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 or damaged battery access panels etc. that could be detrimental to the truck's 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 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.
Rated Capacity Plate	The rated capacity plate must be fitted, 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.

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. The operators support pad/bolster must be securely attached, in good condition and capable of providing the necessary support to the operator.
Operators Seat (Where applicable)	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 are fully functional. 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 backrest adjusters to ensure they are intact, damage free and functional.
Gas Powered Trucks	Confirm adequate fuel level. 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 checked for accuracy. Coolant and oil levels should only be checked if safe to do so.
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.
Starting Procedure – Electric Trucks	Check that 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 fully functioning in accordance with the manufacturers operating handbook.

Starting Procedure All Trucks	Ensure key is not fractured at the stress point, and the ignition switch is intact, no loose wiring, and the ignition block is secured.
Lights	All lights must be functional, and in working order, if they are needed.
Audible Warning Devices	The machine must not be operated if the horn is defective. If there is an audible warning device ensure 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.
Hydraulic Controls	All hydraulic driven parts (mast height, reach carriage, tilt mechanisms etc.) must be run to their end positions to lubricate all the moving parts, check for their serviceability, smooth operation, obvious leaks and that there is sufficient oil in the tank.
Drive and Braking	Forward and reverse should be engaged to ensure their smooth operation and positive response to the accelerator pedal. The parking brake should be tested to ensure it holds the truck under power. The efficiency of the foot brake should be tested in both directions to ensure braking is even. There should not be excess play in the operation of the brake pedal. 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.
Steering	Check for excessive play in the steering wheel before starting the truck. Avoid turning the wheels of the truck whilst stationary to avoid unnecessary wear or strain to the steering mechanism and tyres. The operator should move the truck in both directions to check the steering operates fully on both locks. 180-degree and 360-degree steering systems should function correctly and any steering instruments/indicators should correlate to the wheel position.
Fault Reporting Procedure	The candidate must satisfactorily explain the action to be taken in the event of discovering a fault on the truck at the start or during any operating period, i.e. isolating the truck, displaying of warning signage, any company policies and procedures, reporting to managers, supervisors etc., and completion of documentation.

Note:

a. The pre-use check sheet information provided has been determined as the minimum number of items to be checked on a lift truck before operation and is not definitive.

b. All pre-use checks and attachment inspections must be carried out in accordance with the specific instructions published in the manufacturers operating handbook.