



FORK LIFT TRUCK OPERATOR DAILY / WEEKLY MAINTENANCE

Truck No:

Serial No:

Week Commencing:

The following checks should be carried out in accordance with the Operator's Manual

| Daily Checks | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|--|-----|-----|-----|-----|-----|-----|-----|
| Fuel, Water, Oil | | | | | | | |
| Batteries | | | | | | | |
| Tyre Condition/Pressure | | | | | | | |
| Steering Gear | | | | | | | |
| Engine Motor - abnormal noise | | | | | | | |
| Gauges and Instruments | | | | | | | |
| Parking Brake | | | | | | | |
| Service Brakes | | | | | | | |
| Steering | | | | | | | |
| Lights | | | | | | | |
| Mirrors (if fitted) | | | | | | | |
| Horn / Audible Warning Signal | | | | | | | |
| Hydraulic Systems-Leaks/condition of hoses | | | | | | | |
| | | | | | | | |
| Hour Meter Reading - start of day / shift | | | | | | | |
| Hour Meter Reading - end of day / shift | | | | | | | |

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| Overall Truck Condition at end of shift: | | | | | | | |
|--|--|--|--|--|--|--|--|

| Weekly Checks / Maintenance | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|--|-----|-----|-----|-----|-----|-----|-----|
| Security of overhead guard | | | | | | | |
| Security of load back-rest extension | | | | | | | |
| Chain lubrication / mast condition | | | | | | | |
| Bolts and nuts - retighten | | | | | | | |
| Battery electrolyte level, secific gravity | | | | | | | |
| Mast and steering linkage - grease | | | | | | | |

The above list is not exhaustive and should include items as specified in the Operator's Manual

Use / if satisfactory
Use X if unsatisfactory

Use A if re-tightened / adjusted
Use T if topped up

| Operator's Signature | Defects requiring attention: |
|----------------------|------------------------------|
| Mon: | |
| Tues: | |
| Wed: | |
| Thurs: | |
| Fri: | |
| Sat: | |
| Sun: | |

| | | |
|------------------------------|--|--------------|
| Supervisor / Manager: | | Date: |
|------------------------------|--|--------------|