



Forklift Operator Daily Checklist

conducted for

Lift and Move Inc.

Forklift Type and Number

Electric 65315

Conducted on

14 Sep 2018 02:08 PM

Prepared by

George Walsh

Completed on

14 Sep 2018 02:40 PM

Score

13/18.0 - 72.22%

Actions

#1. Please fix or replace these tires

Assignee: joecarey3874@gmail.com
Priority: HIGH
Due Date: 14 Sep 2018 02:20 PM
Audit: Forklift Operator Daily Checklist
Linked to item: Tires and rims in good condition
Status: To Do




#2. This one is risky and might cause fire



Assignee: joecarey2546@gmail.com
Priority: HIGH
Due Date: 14 Sep 2018 02:25 PM
Audit: Forklift Operator Daily Checklist
Linked to item: No leaks under the forklift
Status: To Do

#3. Please fix the pedals. This might cause vehicle accidents.

Assignee: joecarey2546@gmail.com
Priority: HIGH
Due Date: 14 Sep 2018 02:35 PM
Audit: Forklift Operator Daily Checklist
Linked to item: Controls, pedals and indicators are working correctly
Status: To Do

Audit - 13/18 72.22%

| Question | Response | Details |
|--|----------|--|
| Daily Checklist | | Score (13/17) 76.47% |
| Before starting the engine | | |
| Tires and rims in good condition | No | The tires are worn out and dented |
|  <p style="text-align: center;">Appendix 1</p> | | |
| Engine oil, hydraulic oil, battery fluid, coolant level and hydraulic levels are adequate | Yes | |
| No leaks under the forklift | No | One of the tires leaked |
|  <p style="text-align: center;">Appendix 2</p> | | |
| There are no cracks, dents or visible damage of any sort | No | Found a dent on the right counterbalance |
|  <p style="text-align: center;">Appendix 3</p> | | |
| Locking mechanism is working correctly | Yes | |
| Rams aren't damaged or leaking | Yes | |
| Battery operates correctly | Yes | |

| Question | Response | Details | |
|--|--------------|----------------------------------|---|
| Engine bay is clean and its locking mechanism working correctly | Yes | | |
| Load plate is fitted and legible | Yes | | |
| Overhead and back rest guards are free of any damages | Yes | | |
| Seat is working properly Controls are clearly marked Seat belt is in good working condition | Yes | | |
| After starting the engine | | | |
| Controls, pedals and indicators are working correctly | No | Pedals are stiff and hard to use | |
|  <p>Appendix 4</p> | | | |
| Revers buzzer and beacon are working correctly | Yes | | |
| Lights and flashing strobe are in good working condition | Yes | | |
| Steering wheel turns smoothly from lock to lock | Yes | | |
| Park brake and foot brake work correctly | Yes | | |
| Hydraulic lift, tilt and reach work properly for their full extent? | Yes | | |
| Confirmation | | Score (0/1) 0.00% | |
| Is the forklift safe to use? | At Risk | | |
| Full Name and Signature of Inspector | George Walsh | 14 Sep 2018 02:53 PM |  |

Media



Appendix 1



Appendix 2



Appendix 3



Appendix 4