

PRE-USE INSPECTION SHEET

Pivot Steer Lift Truck

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| NAME: | DATE: |
| Truck No: | |

| NO. | ITEM | OK (✓) | NA (✓) | DEFECT REPORTED |
|-----|------------------------------|--------|--------|-----------------|
| 1 | FORK ARMS/ATTACHMENT | | | |
| 2 | CARRIAGE PLATE | | | |
| 3 | BACKREST EXTENSION | | | |
| 4 | MAST | | | |
| 5 | MAST ROLLERS/SLIDES | | | |
| 6 | LIFT CHAINS | | | |
| 7 | LIFT CHAIN PULLEYS | | | |
| 8 | HYDRAULIC SYSTEMS | | | |
| 9 | ARTICULATION/PIVOT MECHANISM | | | |
| 10 | WHEELS | | | |
| 11 | TYRES | | | |
| 12 | EXTERNAL CONDITION | | | |
| 13 | RATED CAPACITY PLATE | | | |
| 14 | OPERATING POSITION | | | |
| 15 | OPERATOR'S SEAT | | | |
| 16 | STARTING PROCEDURE | | | |
| 17 | LIGHTS | | | |
| 18 | AUDIBLE WARNINGS | | | |
| 19 | HYDRAULIC CONTROLS | | | |
| 20 | PRESENCE PEDAL | | | |
| 21 | DRIVE AND BRAKING | | | |
| 22 | STEERING | | | |

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| ADDITIONAL COMMENTS | |
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All pre-use checks must be carried out in accordance with the specific instructions published in the relevant manufacturer's operator handbook.

| NO. | CRITERIA | EXPLANATORY NOTES |
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| 1 | Fork arms/attachment | <p>Each fork arm should be checked for wear, cracks or 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.</p> <p>The fork arms should be equally spaced on the carriage with the fork retaining pins engaged and secure.</p> <p>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.</p> |
| 2 | Carriage plate | <p>The carriage plate should have no obvious damage and sit square to the mast. The end stop bolts must be engaged and secure.</p> <p>Welded end stops must be in good condition and prevent the forks from accidental release from the carriage plate; centre stop bolts must be fitted and secure.</p> <p>The fork locking pins must fully engage into the castellation and the plate should be free from debris. Interlocks should be inspected for visual signs of damage.</p> |
| 3 | Backrest extension | <p>The back rest extension or load guard should be attached securely to the carriage plate, retaining bolts should be in place and adequately fastened, the guard should be free from distortion and allow for any load to fully heel up, welded joints should be crack free.</p> |
| 4 | Mast | <p>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 that may be fouling the mechanism.</p> |
| 5 | Mast rollers/slides | <p>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.</p> |
| 6 | Lift chains | <p>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.</p> <p>Chain anchor points must be inspected for damage, even adjustment of chain tension and security of the locking nuts/devices.</p> |
| 7 | Lift chain pulleys | <p>Chain pulleys should have no obvious damage, uneven wear or 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.</p> |

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| 8 | Hydraulic system | <p>Hydraulic oil levels should be within the manufacturer's tolerances, oil should be clean and contaminant-free.</p> <p>Check all hydraulic oil pipes, unions and cylinders for any sign of leaks.</p> <p>All hydraulic pipes and hoses should be routed correctly and should be capable of allowing free operation of the pivot steer lift truck's functions without any stretching, fouling, kinking or trapping.</p> <p>Guards, couplings, pistons and seals should be in good condition, and there should be no evidence of leaks, wear or rubbing.</p> <p>All hoses should be free from unnecessary contact with other components. Any hose reel mechanisms (if fitted) should be undamaged and running freely with no evidence of hydraulic oil leaks.</p> <p>Hydraulic rams should be securely located, fixation pins should be locked into place and adequately lubricated. Ram pistons must not be corroded or scored.</p> <p>Ensure the correct PPE is worn whilst these checks are conducted. If an oil leak is found, isolate the machine and report the fault.</p> |
| 9 | Point of articulation | <p>The pivot pin must be in place and secured appropriately, it must be fully located in its correct position.</p> <p>Evidence of lubrication is required.</p> <p>When rotating the steering from lock to lock there should be no play evident on the pin and no noises should be heard from the pin area that would indicate the pin is seized or lacking lubricant.</p> <p>Steering action should be smooth and free from notchy erratic movement.</p> <p>Under braking or acceleration no movement in the pin should be evident.</p> |
| 10 | Wheels | <p>There should be no missing wheel nuts. Check for loose wheel nuts. The wheel rim and hub should be examined for damage, cracks or scoring and for loose bolts. 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.</p> <p>Any split rim retaining collars should be correctly fitted and intact.</p> |

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| 11 | Tyres | <p>Individual tyres should be checked for punctures and pressures (pneumatics), adequate and even tread across the same axle, damage, flat spots or deep cuts. Check for swarf, nails, flints, etc. in the tread.</p> <p>Check wheel alignment – incorrect wheel alignment results in uneven wear of the tyres and if the fault is significant the steering ability of the truck is affected. Check the tyre side-walls for evidence of deterioration or cracks.</p> |
| 12 | External condition | <p>Examine the general condition and security of the machine's, overhead guard, battery or engine covers/access panels should be complete, damage free and secure.</p> <p>Inspect the bodywork for damage, rust, broken hinges, or locks which could be detrimental to the trucks safe operation. Mirrors (if fitted), lights and warning devices should be in working order, clean, and free from damage.</p> <p>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.</p> |
| 13 | Rated capacity plate | <p>The rated capacity plate must be fitted; it must be secure and legible. It must clearly display 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.</p> |
| 14 | Operating position | <p>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.</p> <p>Foot and hand operated controls and instruments should be intact, undamaged and functional.</p> <p>Side support arms should lower into the correct place and be able to be stowed correctly.</p> <p>Visual gauges, decals and instruments should be unobstructed, clean and intact.</p> |
| 15 | Operator's seat | <p>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. Check the seat and back rest adjusters to ensure they are intact, damage free and functional.</p> |
| 16 | Starting procedure - electric trucks | <p>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</p> |

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| | | are functioning in accordance with the specific manufacturer's operating handbook. |
| 17 | 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. |
| 18 | Audible warning devices | The lift truck 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, select reverse gear, height, weight and pressure limit switches, etc. |
| 19 | Hydraulic controls | All hydraulic driven parts (mast height and reach/ traverse carriage, etc.) must be run to their end positions to fully lubricate all the moving parts. Check for their serviceability, smooth operation, obvious leaks and that there is sufficient oil in the tank. |
| 20 | Presence pedal | Check to ensure correct operation by activating the presence pedal or switch as per the manufacturer's handbook. Do not operate the machine if the operator presence pedal is defective. |
| 21 | Drive and braking | <p>Forward and reverse should be engaged to ensure their smooth operation and positive response to the accelerator control.</p> <p>The parking brake should be tested to ensure it holds the truck under power. The efficiency of the footbrake should be tested in both directions to ensure braking is even. There should not be excessive play in the operation of the brake pedal.</p> <p>Some 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.</p> |
| 22 | Steering | <p>Check for excessive play in the steering wheel before starting the truck.</p> <p>The operator should move the truck in both directions to check that the steering operates fully on both locks. No excessive or untoward noises should be present, the steering should be smooth and free from tight spots.</p> <p>See 'Point of articulation' for further detail.</p> |