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**FORKLIFT 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	Tues	Weds	Thurs	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 System							
Hydraulic Systems- Leaks/condition of hoses							
Hour Meter Reading-start of day/shift							
Hour Meter Reading-end of day/shift							
Overall Truck condition at the end of shift:							

Weekly Checks/Maintenance	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Security of overhead guard							
Security of load back-rest extension							
Chain lubrication / mast condition							
Bolts and nuts-retighten							
Battery electrolyte level, specific 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 A if re-tighten/adjusted

Use X if unsatisfactory

Use T if topped up

Operator's Signature	Defects requiring attention
Mon:	
Tues:	
Weds:	
Thurs:	
Fri:	
Sat:	
Sun:	
<b>Date:</b>	<b>Supervisor/Manager:</b>