

Daily Inspection & Fault Report.

Company Name: _____ Driver Name: _____

Forklift Number: _____ Drivers signature: _____

Hour Meter Reading: _____ Date: _____

****Important****

Operators are required to check the following items before commencing work. These records form the basis of an equipment maintenance program and will be subject to random inspection. Keep the record with you at all times.

Please mark: (✓) ok (X) Fault identified (NA) Not Applicable
the boxes No obvious defect Use defect report below at this plant

Before commencing operations check -	Mon	Tue	Wed	Thur	Fri	Sat	Sun
1. Brakes and steering working safely							
2. Visibility - windscreen, wipers, washer, mirrors, windows							
3. Cabin - seating, seatbelts, loose objects, control levers, accessories							
4. Wheels, tyres, nuts, damage, wear, pressure (visual)							
5. Guards - in place, secure, warning signs - lights, alarms, beepers, horn, gauges							
6. Hydraulics - rams, hoses, leaks, wear							
7. Excessive wear - hooks, chains, pins, pivots, tracks, ground engagement tools							
8. Oil, coolant and water levels. Add oil and water if required. Check with caution							
9. Misc electrical, fire extinguisher, communications							

Fault / Defect Report

To be used to report any fault or defect identified during daily safety checks or during work operations.

Reported by: _____ Reported to: _____

Position: _____ Position: _____

Date: _____

Details of fault/defect: _____

Does fault constitute a safety hazard Yes/No

Does machine require immediate repair Yes/No

If YES to either, PARK MACHINE, contact Plant Manager or Supervisor.

Machine SHALL NOT BE USED, until Plant Manager/Supervisor gives clearance for use.

If NO, indicate when machine requires attention and send this form in with daily report.

Fault/Defect repaired by: _____ Repairers signature: _____

Date: _____