

Forklift Truck Inspection Guide

Management - Must ensure that workers are trained; risk assessments are completed and reviewed as necessary; trucks are suitable for intended duties; appropriate maintenance, checks and inspections are completed; and adequate records of all the above are kept.

Each forklift truck should:

- Be given a unique identification mark or tag and have a Rated Capacity Plate that informs the operator of the weight that the truck will lift, the Load Centre and the Stacking Height (Maximum Elevation of the Forks).
- Have a system of identifying when safe to use and when not to be used such as a Forklifitag®.
- Be recorded in a truck register that contains information relating all inspection and maintenance.
- Be checked daily (prior to use) for damage, faults and wear.
- Be inspected at periods defined by manufacturers guidelines – known as a comprehensive, in-service inspection. A suitably qualified instructor, licensed to carry out such training, must conduct all training and a competent and qualified person must carry out all maintenance activity.
- Be stored in safe and controlled areas.

To improve Forklift truck safety and communication, Brady offers the Forklifitag® a visual tagging system designed to help control pre-shift inspections, maintenance and identification of forklift trucks.



Brady Forklifitag® Visual Tagging System



COMPONENTS:

1 Overhead guard	3 Seat belts	5 Battery	7 Forks	9 Lift chains
2 Steering and controls	4 Wheels and tyres	6 Hoses and connections	8 Mast assembly	

Forklifitag® - How to use guide



Step 1

Attach the Forklifitag holder to the cabin of the forklift with cable ties or adhesive in a position which is non-obtrusive to the forklift or operators use but clearly visible. The operator conducts a pre-shift inspection following the pre-use checklist detailed on the Forklifitag insert.



Step 2

The **pre-use check** is recorded by the operators signature and date on the Forklifitag insert. If the forklift is considered fit for use, place the Forklifitag insert into the Forklifitag holder with the daily inspection details displayed, last vehicle inspection is then visible at a glance.



Step 3

If the forklift is considered not fit for use at any point, remove the Forklifitag insert from the holder and hand over to supervisor. The message 'Do Not Use Until Daily Check Has Been Carried Out or Fork Lift Truck Repaired' with prohibition symbol is clearly visible.

DO...

- ✓ Complete a checklist at the beginning of each shift/working day.
- ✓ Wear the seatbelt/restraining system at all times when operating the forklift.
- ✓ Ensure all users are trained and risk assessments have been completed/reviewed as necessary.
- ✓ Take great care when approaching crossings, doorways or corners and use the fitted warning system.
- ✓ Only allow trained and licensed operators to use forklift trucks.
- ✓ Ensure the forklift truck is suitable for its intended duty.
- ✓ Always operate within location speed limits and within approved operating areas. Take great care in any area where pedestrians or other vehicles may also be present.
- ✓ Always keep ignition keys under control to prevent unauthorised use.
- ✓ Ensure there is sufficient overhead clearance to safely operate the truck mast.
- ✓ Always report accidents or incidents involving the use of a forklift truck.

DON'T...

- ✗ Operate any forklift truck that has a faults notification tag displayed, or one that has not been inspected.
- ✗ Operate any forklift truck if you have not been adequately trained and reviewed any relevant risk assessments.
- ✗ Load any forklift beyond its safe capacity (refer to the fitted rated capacity plate).
- ✗ Brake suddenly (except in emergency) and avoid sudden turns.
- ✗ Never operate a truck with greasy, oily, slippery boots, hands or gloves.
- ✗ Never attempt to turn a truck on a slope or incline.
- ✗ Never operate a truck if the load obscures your vision.
- ✗ Never lift anyone using the forks of a truck. Lifting equipment such as a lifting cage must be used.
- ✗ Lift, lower or tilt the forks of a truck without the handbrake being applied.
- ✗ Never allow anyone to walk under the forks of a truck when elevated or behind the mast of a reach truck when the mast is extended.

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