# Hand Pallet Truck – Inspection Checklist

Week Starting: ..../..../....

Company/Site: .....

Machine No: .....

| CHECK DAILY BEFORE EACH SHIFT: ✓ = OK ✗ = Action Needed | Mon | | | Tue | | | Wed | | | Thu | | | Fri | | | Sat | | | Sun | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Shift | | | Shift | | | Shift | | | Shift | | | Shift | | | Shift | | | Shift | | |
| | D | A | N | D | A | N | D | A | N | D | A | N | D | A | N | D | A | N | D | A | N |
| **Check load-capacity plate** is fitted, legible and correct. | | | | | | | | | | | | | | | | | | | | | |
| **Inspect forks** for damage. | | | | | | | | | | | | | | | | | | | | | |
| **Check wheels**. | | | | | | | | | | | | | | | | | | | | | |
| **Check hydraulic jack cylinder** for any leaks. | | | | | | | | | | | | | | | | | | | | | |
| **Check jack** lifts all the way up. | | | | | | | | | | | | | | | | | | | | | |
| **Check lowering handle**. | | | | | | | | | | | | | | | | | | | | | |
| **Check handle** is secure. | | | | | | | | | | | | | | | | | | | | | |
| **Check operation** - lift, hold and lowering. | | | | | | | | | | | | | | | | | | | | | |
| **Check all bolts and fasteners**. | | | | | | | | | | | | | | | | | | | | | |
| **Check blade rollers**. | | | | | | | | | | | | | | | | | | | | | |
| **Any other visible damage or defects** (write details below). | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | | | | | | |
| *Operator doing check to initial at the bottom of each column.* | | | | | | | | | | | | | | | | | | | | | |

**FAULT REPORTED BY:** ..... Date: ..../..../....

**FAULT REPORTED TO:** ..... Date: ..../..../....

Description of fault: .....

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**NOTE: Operator to TAG OUT machine if needed.**

**ACTION TAKEN TO RETURN TO SERVICE:**

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**REPAIRED BY:** .....

Date: ..../..../..... Signature: .....

SAMPLE