Inspection - Forklift Operation Checklist

Vehicle Interaction_Preventing Loads Falling from Forklifts - Preventing Loads Falling from Forklifts

Prompt	Establis	Improvem	N/A	Explanation	Comments
Pre-lift load inspection carried out?	☐	☐	☐	Pre-lift load inspection carried out to assess weight and dimension of load suitable to lift with load weight to be checked against safe working limit of forklift or attachment before lifting.	
Loose items and packaged goods are secured?	☐	☐	☐	Loose items and packaged goods are secured to pallets by straps, bands or stretch wrap to prevent them falling during lifting.	
Forklift carriage fitted with load backrest extension / guard?	☐	☐	☐	Forklift carriage fitted with load backrest extension / guard to stop the load from falling back on the operator or getting in the way of the mast when handling palletised goods.	
Legible/ readable load rating charts/plates posted in cab of mobile equipment used for lifting loads?	☐	☐	☐	Legible/ readable load rating charts/plates (including for any attachments used) posted in cab of mobile equipment used for lifting loads.	
Forklift attachments which are attached by slippers or sleeves which slide over the forks and are held in place by friction are secured?	☐	☐	☐	Forklift attachments which are attached by slippers or sleeves which slide over the forks and are held in place by friction with the forks (and are not directly secured to the forklift carriage itself) must be secured to forklift forks or carriage by secondary restraint e.g. rated safety chain or pin.	
No personnel permitted under suspended loads?	☐	☐	☐	No personnel permitted under suspended loads. Exclusion zones under and in the path of lifting operations must be controlled to prevent access by signage, barriers or spotters.	
Procedure in place for inspection and reuse of FIBC's / bulk a bag to ensure their integrity during lift?	☐	☐	☐	Procedure in place for inspection and reuse of FIBC's / bulk bag to ensure their integrity during lift.	
Forklift cabin fitted with roof protection where potential for falling objects exists?	☐	☐	☐	Forklift cabin fitted with roof protection where potential for falling objects exists.	

Prompt	Establis	Improvem	N/A	Explanation	Comments
People required to operate forklifts are trained and assessed as competent to industry standard and licensed as required by local regulation?	☐	☐	☐	People required to operate forklifts are trained and assessed as competent to industry standard and licensed as required by local regulation.	
Only approved forklift attachments used. Attachments must be designed for the task. Attachments must have rated capacities?	☐	☐	☐	Only approved forklift attachments used. Attachments must be designed for the task. Attachments must have rated capacities.	
Drum clamping / holding device on drum handling attachments fitted with a secondary means of securing the drum to the attachment?	☐	☐	☐	Drum clamping / holding device on drum handling attachments fitted with a secondary means of securing the drum to the attachment e.g. clamp with safety pin.	
Forklifts are only operated by personnel who have been trained and assessed as competent?	☐	☐	☐	Forklifts are only operated by personnel who have been trained and assessed as competent to industry standard and licensed (registered) as required by regulation and have documented authorisation to operate the specific type of forklift and any attachments on-site.	
Supervisor to post legible / readable load rating charts / plates (including for any attachments used) in cab of forklift?	☐	☐	☐	Post legible / readable load rating charts / plates (including for any attachments used) in cab of forklift.	
Supervisor to provide secondary restraints to secure forklift attachments?	☐	☐	☐	Provide secondary restraints to secure forklift attachments to forks and to secure drum holding / clamping devices on drum lifting attachments.	
Supervisor to verify people required to operate forklifts are trained and assessed as competent?	☐	☐	☐	Verify people required to operate forklifts are trained and assessed as competent to industry standard and licensed as required by local regulation.	
Operator/ Maintainer to conduct pre-lift load inspection?	☐	☐	☐	Conduct pre-lift load inspection. Do not lift unstable or unsecure loads without stabilising or securing them.	
Operator/ Maintainer to check weight to be lifted against load rating chart/ plates for forklift and/ or attachments before lifting?	☐	☐	☐	Check weight to be lifted against load rating chart/ plates for forklift and/ or attachments before lifting. Only operate equipment within limits of load rating chart.	

Prompt	Establis	Improvem	N/A	Explanation	Comments
Operator/ Maintaier to use forklift and any lifting attachments fitted only if you have been trained and licensed?	☐	☐	☐	Use forklift and any lifting attachments fitted only if you have been trained, licensed (registered) in accordance with any applicable local regulations and have documented authorisation to operate the specific type of forklift and any attachments. Do not operate equipment if not trained.	
Operator/ Maintainer to inspect condition of forklift attachments before use and report any defects?	☐	☐	☐	Inspect condition of forklift attachments before use and report any defects.	
Operator/ Maintainer to use only attachments designed for the forklift and included on the forklift load rating plate?	☐	☐	☐	Use only attachments designed for the forklift and included on the forklift load rating plate. Use attachments only for their intended purpose.	
Operator/ Maintainer to secure the attachment correctly on the forklift?	☐	☐	☐	Secure the attachment correctly on the forklift. Use secondary restraints on forklift attachments where fitted to either secure the attachment to the forks and/ or to secure the load to the attachment.	
Operator/ Maintainer to not sling loads directly from tines e.g. bulk bag loops?	☐	☐	☐	Do not sling loads directly from tines e.g. bulk bag loops, as there may be a risk of the load sliding off the tines. Always use a jib or rhino horn.	