



KG Training

Fork truck operator training

Examiner marking sheet

Candidates Name _____ Test Date _____

Truck Type _____ Model _____

Item	Not applicable	Check completed	Check referred
Fork arms			
Carriage plate			
Back rest extension			
Mast			
Mast rollers & slides			
Lift chains			
Hydraulics			
Wheels/tyres			
External condition			
Seat/seatbelts			
Gas trucks			
Starting/Engine types			
Starting/Electric types			
Lights			
Audible warning			
Hydraulic controls			
Drive and brakes			
Steering			
Rated capacity plate			
Fault reporting procedures			
Candidates result-pass	Candidates result-referred	Candidates result-Retest date	

Examiners name _____

Examiners signature _____

Registration number _____

Candidate's signature _____

CHECK THE FOLLOWING

ITEM	CHECK
Fork Arms	Check for cracks to heel. Check fork arms for distortions or undue wear. Check fork tips are not split or damaged. Security of locating pins. Forks are equal distance.
Carriage Plate	Check carriage is securely bolted in place. Check for any cracks, distortions. Carriage is lubricated for free movement of forks. Check teeth are not damaged.
Load Guard	Check load guard is fitted secure. Check for damage.
Mast Slides & Rolls	Check mast for foreign bodies which may foul mechanism Check general condition, no cracks or distortions. Check mast is lubricated for free movement.
Lift Chain Pulleys & Guides	Any evidence of deterioration, loose or worn pins damaged pin rivet heads. Worn cracked or rusted links. Chain anchor points for damage and security of locking nuts. Chain pulleys for obvious damage uneven wear and flat spots. The chain running over the pulleys for correct tracking.
Hydraulics	Jacks, seals and couplings for damage and leaks. Piston for oil or scoring. Hydraulic hoses/pipes for kinks damage and leaks. The TAG hose (if fitted) for damage, running freely and leaks.

Wheels/ Tyres	<p>Check tyres for undue wear.</p> <p>Test pressure on pneumatic tyres.</p> <p>Check sidewalls for damage.</p> <p>Check wear line.</p> <p>Check rim and wheel nuts.</p> <p>Check drive wheels for cling rap etc.</p>
General Condition	<p>Check overhead guard is securely bolted and not damaged.</p> <p>Condition of counter weight, seat secured to truck loose nuts, bolts, hoses, unions and seals.</p> <p>Check cockpit for cleanliness, oil or water.</p> <p>Check pedals for wear, damage and functional.</p> <p>Hand controls should be intact, undamaged and functional.</p> <p>Gages for damage, clear and intact.</p>
Seat/ Seatbelt	<p>Check for condition and free movement.</p> <p>Check seatbelt locates, not frayed or damaged.</p>
Gas Powered	<p>The gas cylinder is undamaged and mounted correctly arrow pointing downwards.</p> <p>Check supply pipe for kinks, damage etc.</p> <p>Turn gas valve on.</p> <p>Check for leaks on valve seals and couplings.</p>
Diesel Trucks	<p>Confirm adequate fuel (diesel), oil level(s) and water level.</p> <p>Security of battery and fan belt intact.</p> <p>Ignition switch and starter function correctly.</p> <p>Ignition light functions.</p>
Battery Trucks	<p>The traction battery is secure.</p> <p>The power cable is intact connected and secure.</p> <p>Check battery is adequately charged.</p>
Instruments (Horn/Lights)	<p>Check instruments lights, horn etc are working.</p>

Hydraulic Controls	<p>To confirm enough hydraulic oil in system and no leaks. Lift forks to maximum height, leave for 30 seconds to confirm the forks stay up there.</p> <p>If forks have trouble lifting it could be due to lack of oil. When checking tilt, bring down to at least eye level, the lower the better but must leave enough ground clearance To confirm forward/back tilt.</p> <p>On reach truck although there may be enough oil to push forks to maximum height there may not be enough to send reach forward, so extend reach out to maximum.</p>
Brake/ Drive	<p>Always check the brakes in a clear area in case they fail. Drive forward/back apply brake. Drive slowly forward and apply hand brake. On certain trucks this is not possible as the foot brake is also hand brake. On these types of trucks apply hand brake, attempt to move forward/back from stationary position.</p>
Steering	<p>Steer left to right to confirm responds.</p>
Rated Capacity	<p>Check fitted and legible. NO PLATE FITTED DO NOT USE, THIS IS A LEGAL REQUIREMENT AND MUST BE DISPLAYED ON THE TRUCK.</p>
Fault Reporting Procedure	<p>Truck is parked out of the way and not in gangways, blind corner, fire exits etc.</p> <p>Put the truck in safe park and remove keys.</p> <p>Put a note on truck to make other people aware there is a fault.</p> <p>Report to supervisor.</p>