KOVI

Forklift pre-use check

VEHICLE REG	DATE	DRIVER	MILEAGE / HOURS

Tick OK or mark a defect. Report every defect to the office before driving.

Visual	OK	DEFECT
Forks: no cracks, bends or heavy wear	☐	☐
Mast and chains in good condition	☐	☐
Tyres or wheels	☐	☐
No fluid leaks	☐	☐
Overhead guard and backrest secure	☐	☐
Data plate legible	☐	☐

Operating	OK	DEFECT
Seat belt or restraint	☐	☐
Horn, lights, beacon, reversing alarm	☐	☐
Steering, brakes and handbrake	☐	☐
Lift, tilt and lower smoothly	☐	☐
Gas bottle or battery secure	☐	☐

Defects found (what, where, how bad)

DRIVER SIGNATURE	REPORTED TO	TIME

General checklist. Adapt to your vehicles and follow your own safety rules and current DVSA / HSE guidance.

Do this on your phone in a minute: free 30 day trial at kovifleet.co.uk (no card)