Toyota Forklift – Daily Pre-Operation Checklist

Mark each box: OK = good X = fault (describe below and do NOT use the truck) – = not applicable

Truck model: _____ **Serial no.:** _____ **Week starting:** _____ **Site / Fleet no.:** _____

Item	Check	Mon	Tue	Wed	Thu	Fri	Sat	Sun
ENGINE OFF – WALK-AROUND								
Previous faults	Faults reported earlier have been corrected							
Truck stance / under truck	No lean; no oil, coolant, fuel or hydraulic leaks on the floor							
Tires, rims, wheel nuts	Pressure, cuts, wear, bent rims, loose or missing nuts							
Forks and carriage	No cracks or bending, locking pins in place, load backrest OK							
Mast, chains, hoses	Chains even and lubricated, no leaks, no cracks							
Overhead guard, body	No damage, all bolts in place							
Lamps, mirrors, labels	Clean and working; capacity plate readable							
FLUIDS (ENGINE COLD)								
Engine oil	Between F and L marks							
Coolant / radiator	Level between marks; radiator clean, no leaks							
Hydraulic oil	Level OK with forks lowered							
Brake fluid	Level within marks							
Fuel / LPG / battery	Enough fuel; LPG cylinder locked, no gas smell; battery charged, cables OK							
SEATED – ENGINE RUNNING								
Seat, seat belt, OPS lamp	Belt latches; OPS lamp goes out when seated							
Instruments, warning lamps	All working; no warning lamp or error code							
Horn, travel alarm	Working							
Engine	No abnormal noise, vibration or smoke							
Steering	No excessive play, no pulling							
Service brake, inching pedal	Firm pedal, correct play, stops straight							
Parking brake	Holds the truck, releases fully							
Lift, tilt, attachments, SAS	Smooth, no drift or leaks, no SAS warning							
Hour meter reading	Record at start of shift							
Operator initials	Checked by							

Faults found / action taken (day, description, reported to, date repaired):

If any item is marked X: tag the truck “OUT OF SERVICE”, inform your supervisor and do not operate it until repaired. Based on the pre-operation check in the Toyota 8FG/8FD operator’s manual – always follow the manual for your truck.

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