

Fork Lift Work Platform – Check Sheet

STATUS	Final / On Hire		Off-Hire		Stock Transfer		Thorough Examination		Job sheet	DATE
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PLANT NUMBER		DESCRIPTION / TYPE
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THESE INSTRUCTIONS SHOULD BE FOLLOWED WHEN CHECKING EQUIPMENT

- Check the general overall condition and appearance of the equipment including paint finish and signage etc.
- Check all stickers such as Marwood Logo, MGS 24 Plant Return Label, MGS55 Work platform plate, MGS56 Forklift Instructions, MGS58 Heel Pins, MGS 79 Overhead Hazard, Next Exam Due Date (MGS 71), and Anchor Point Stickers (MGS 90). (Refer to sticker register)
- Check and Record Plant No & Serial No (if present).
- Check the condition of the main frame for any damage and distortion. Inspect all the body parts of the platform for any sign of pitting corrosion.
- Check condition of all welds thoroughly on the platform.
- Check condition of the floor looking for signs of overloading, bowed floor. Make sure if drain holes are present that they are not blocked.
- Inspect fork channels for sign of pitting corrosion, distortion, cracked welds and damage.
- Inspect retaining pins/ auto fork lock for any sign of damage, twist or distortion.
- Check the condition of the tool box for any damage.
- If fitted, check thoroughly the anchor point round bar and it must be 12mm diameter.

When transporting the platform using a fork lift, Care must be taken not to damage the Equipment which displays evidence of incorrect operation or damage should be withdrawn from service and returned to workshops.

	OK	R	COMMENTS
GENERAL APPEARANCE			
PAINT FINISH			
ALL STICKERS			
Record plant no, Serial no			
CONDITION OF MAIN FRAME			
CONDITION OF WELDS			
FLOOR (inc drain holes)			
FORK CHANNELS			
RETAINING PINS/ AUTO FORK LOCK			
TOOL BOX			
Anchor point round bar			
Entered on computer system			The results of all off hire inspections must be entered onto the computer system.

Equipment should be cleaned and correctly stored after checking.

CHECKED BY

DATE & TIME:

PRINT	SIGN
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