



Forklift Truck Inspection Guide

Management: Must ensure workers are trained. Risk Assessments are completed and reviewed. Trucks are suitable for intended duties. Appropriate maintenance, checks & inspections are completed. Adequate records of all above are kept.

Each forklift truck should:

- Be given a unique identification mark or tag and have a Rated Capacity Plate that informs the operator of the weight that the truck will lift, the Load Centre and the Stacking Height (Maximum Elevation of the Forks).
- Have a system of identifying when 'safe to use' and when 'not to be used' such as a Forklifttag®.
- Be recorded in a truck register that contains information relating to all inspection and maintenance.
- Be checked daily (prior to use) for damage, faults and wear.
- A comprehensive, in-service inspection must be carried out at periods defined by manufacturers guidelines.
- Be stored in safe and controlled areas.
- All training must be carried out by a qualified instructor. A competent and qualified person must carry out all maintenance activity.

To improve forklift truck safety and communication, Scafftag offers the Forklifttag. A visual tagging system designed to help control pre-shift inspections, maintenance and identification of forklift trucks.



Scafftag Forklifttag® Visual Tagging System



COMPONENTS:

- 1 Overhead guard
- 2 Steering and controls
- 3 Seat belts
- 4 Wheels and tyres
- 5 Battery
- 6 Hoses and connections
- 7 Forks
- 8 Mast assembly
- 9 Lift chains

KEY LEGISLATION ▶ Health & Safety at Work Act 1974 ▶ Workplace (Health, Safety & Welfare) Regulations 1999 ▶ Construction (Design and Management) Regulations 2015
▶ Provision and Use of Work Equipment Regulations 1998 (PUWER) ▶ Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

Forklifttag® - How to use



Step 1

Attach the Forklifttag holder to the cabin of the forklift with cable ties or adhesive, in a position which is non-obtrusive to the forklift or operators use but clearly visible. The operator conducts a pre-shift inspection following the pre-use checklist detailed on the Forklifttag insert.



Step 2

The pre-use check is recorded by the operators signature and date on the Forklifttag insert. If the forklift is deemed 'fit for use', place the Forklifttag insert into the Forklifttag holder with the daily inspection details displayed, last vehicle inspection is then visible at a glance.



Step 3

If the forklift is deemed 'unfit for use' at any time, remove the Forklifttag insert from the holder and hand over to supervisor. The message 'Do Not Use Until Daily Check Has Been Carried Out or Fork Lift Truck Repaired' with prohibition symbol is clearly visible.

SAFE FORKLIFT USE - DO...

- ✓ Complete a checklist at the beginning of each shift/working day.
- ✓ Wear the seatbelt/restraining system at all times when operating the forklift.
- ✓ Ensure all users are trained and risk assessments have been completed/reviewed as necessary.
- ✓ Take great care when approaching crossings, doorways or corners and use the fitted warning system.
- ✓ Only allow trained and licensed operators to use forklift trucks.
- ✓ Ensure the forklift truck is suitable for its intended duty.
- ✓ Always operate within location speed limits and within approved operating areas. Take great care in any area where pedestrians or other vehicles may also be present.
- ✓ Always keep ignition keys under control to prevent unauthorised use.
- ✓ Ensure there is sufficient overhead clearance to safely operate the truck mast.
- ✓ Always report accidents or incidents involving the use of a forklift truck.

SAFE FORKLIFT USE - DON'T...

- ✗ Operate any forklift truck that has a faults notification tag displayed, or one that has not been inspected.
- ✗ Operate any forklift truck if you have not been adequately trained and reviewed any relevant risk assessments.
- ✗ Load any forklift beyond its safe capacity (refer to the fitted rated capacity plate).
- ✗ Brake suddenly (except in emergency) and avoid sudden turns.
- ✗ Never operate a truck with greasy, oily, slippery boots, hands or gloves.
- ✗ Never attempt to turn a truck on a slope or incline.
- ✗ Never operate a truck if the load obscures your vision.
- ✗ Never lift anyone using the forks of a truck. Lifting equipment such as a lifting cage must be used.
- ✗ Lift, lower or tilt the forks of a truck without the handbrake being applied.
- ✗ Never allow anyone to walk under the forks of a truck when elevated or behind the mast of a reach truck when the mast is extended.

Visual Tagging Solutions | Safety. Maintenance. Identification.

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