

PRE-OPERATIONAL CHECKLIST FOR A telescopic material handler



OPERATOR'S NAME	DATE	TIME
MAKE / MODEL	CAPACITY TONS	HOUR METER READING HRS

All the items in the "ITEMS TO BE CHECKED" column must be checked by operators before operating equipment.

Indicate whether each item is in a serviceable condition (using a tick) or not (using a cross). If irrelevant, write n/a in the comments section. If defective, comment on the exact nature of the defect and do not operate until reported and corrected. A new checklist then needs to be filled in and retained indicating that all parts are serviceable.

PERSONAL PROTECTIVE EQUIPMENT REQUIRMENTS

Safety belt inside the operator's cabin, and a reflective jacket, safety boots and hard hat in hard hat areas when disembarked from the machine.



PRE-OPERATIONAL ITEMS TO BE CHECKED

360° WALK AROUND

BODY AND CHASSIS CONDITION	REGISTRATION AND ROADWORTHY DISCS
ROLL OVER PROTECTION CONDITION	REFLECTORS & CHEVRON PLATES
INSPECT ALL COVERS & GUARDS ARE IN PLACE	WORKING & BEACON LIGHTS CONDITION
SAFETY DECALS VISIBLE AND LEGIBLE	INSPECT STEPS, GRAB IRONS CONDITIONS
NUMBER PLATE - VISIBLE	COUNTERWEIGHT CONDITION

OUTRIGGERS (IF APPLICABLE)

BEAMS CONDITION	OUT RIGGER LEGS
FLOAT PADS CONDITION	

LIFTING EQUIPMENT

TELESCOPIC BOOM (NO CRACKS, ALIGNMENT)	FORK RETAINER BOLTS CONDITION
TELESCOPIC BOOM (LUBRICATED)	FORK RETAINER BOLTS SECURENESS
BOOM WEAR PLATES (NO WEAR, SECURE)	FORK CARRIAGE (NO CRACKS OR DAMAGE)
FORKS (NO CRACKS OR DAMAGE, 90° ANGLE)	LOAD BACKREST (NO CRACKS OR DAMAGE)

DRIVE CHAIN

TYRE PRESSURE, VALVE CAPS, DAMAGE	DRIVE SHAFT
WHEEL HUBS NO OIL LEAKS	DIFFERENTIAL AND FINAL DRIVES - NO OIL LEAKS
NO LOOSE WHEEL NUTS AND BOLTS	

DRIVER'S CABIN

SEAT IN GOOD CONDITION AND ADJUSTABLE	STEERING WHEEL IN GOOD CONDITION
SEATBELT WORKS PROPERLY	INSTRUMENT PANEL IN GOOD CONDITION
WINDSCREEN CLEAN NOT CRACKED	CONTROL LEVERS IN GOOD CONDITION
WINDSCREEN WIPER BLADES	FLOOR PLATE FREE OF DEBRIS, OIL, GREASE, ETC.

PRE-START ENGINE CHECKS

GENERAL CHECKS

INSPECT ENGINE COMPARTMENT FOR DEBRIS	FUEL TANK DRAINED OF WATER SEDIMENT
NO FUEL, WATER & OIL LEAKS (GROUND)	TURBO CHARGER CONDITION

**Never rush an inspection.
Remember: your reputation is on the line!**

Continued overleaf

PRE-START ENGINE CHECKS (CONTINUED)

FLUIDS / LUBRICATION

GREASE POINTS LUBRICATED ENGINE OIL STEERING OIL BRAKE FLUID STEERING OIL
 RADIATOR COOLANT BATTERY ELECTROLYTE DIFFERENTIAL OIL TRANSMISSION AXLE OIL
 FRONT AXLE OIL PLANATERIES OIL HYDRAULIC OIL LEVEL TRANSMISSION OIL (ENGINE ON)

COOLING SYSTEM CHECKS

FAN ASSEMBLY CONDITION		RADIATOR CAP NO CONTAMINANTS	
NO LEAKS/DAMAGE ON PIPES/HOSES/CLAMPS		RADIATOR CAP NO CORROSION	
RADIATOR CORE NOT LEAKING OR CORRODED		WATER PUMP PULLEY IS PROPERLY ALIGNED	

AIR INDUCTION AND EXHAUST SYSTEM

ENGINE PRE-CLEANER BOWL UNOBSTRUCTED		AIR RESTRICTION INDICATOR (GREEN/YELLOW)	
AIR FILTER CONDITION		AIR RESERVOIR DRAINED OF WATER & SEDIMENT	
AIR INDUCTION PIPES IN GOOD CONDITION		MUFFLER / EXHAUST IN GOOD CONDITION	

BATTERY

CLEAN, DRY AND PROPERLY SECURED		CASING NOT BUCKLED BY HEAT DAMAGE	
TERMINAL LUGS ARE CLEAN AND TIGHT		ALTERNATOR AND BELT CONDITION	

FUEL SYSTEM

PUMP CONDITION		THROTTLE LINKAGE	
FUEL LINES CONDITION		FILTER CONDITION	
FUEL LINE CLAMPS SECURE		FUEL INJECTORS CONDITION	

BRAKE SYSTEM

AIR COMPRESSOR		LINKAGE CONDITION	
BLEED AIR TANK		LINES AND HOSES CONDITION	

HYDRAULIC SYSTEM

RESERVOIR IN GOOD CONDITION & NO LEAKS		CYLINDERS ALL IN GOOD CONDITION	
PUMP IN GOOD CONDITION AND NO LEAKS		PISTON RODS ALL NOT DISCOLOURED,	
OIL COOLER CONDITION		PISTON RODS HAVE NO VERTICAL SCRATCHES	
VALVE BANK IN GOOD CONDITION & NO LEAKS		PISTON RODS NOT BENT OR CRACKED	
PIPES ALL IN GOOD CONDITION AND NO LEAKS		NOT LEAKING OIL FROM RING SEALS	
PORTS NOT LEAKING		SLEW GEAR OIL LEVEL (IF APPLICABLE)	
CLEVIS MOUNTINGS ALL TIGHTLY FASTENED			

START-UP ITEMS TO BE CHECKED

START-UP – GLOW PLUGS WORK (IF APPLICABLE)		PARK BRAKES – WORKS AFTER TESTING	
GAUGES - ALL REGISTER AS WORKING		BRAKE LIGHTS	
GAUGES - NO FAULTS INDICATED		OUT RIGGER BEAM CONTROLS (IF APPLICABLE)	
WORK WARNING LIGHT WORK		OUT RIGGER LEG CONTROLS # (IF APPLICABLE)	
WORKING LIGHTS FUNCTIONAL		# RETRACTED / EXTRACTED (IF APPLICABLE)	
WINDSCREEN WIPERS WORKING		CHASSIS LEVELLER TEST, RESPONSE, INDICATOR	
HOOTER WORKS		HOIST RAISE/ LOWER	
HOUR METER – NOT YET DUE FOR A SERVICE		BOOM RAISE/LOWER	
REAR VIEW MIRRORS – CORRECTLY ADJUSTED		TELESCOPIC OUT/IN	
CONTROLS / SAFETY LEVER SWITCH FUNCTIONAL		SLEW HAND BRAKE (IF APPLICABLE)	
TRANSMISSION (FORWARD AND REVERSE)		SLEW LOCK PIN (IF APPLICABLE)	
TRANSMISSION RANGE SELECTOR		SLEW RIGHT/LEFT (IF APPLICABLE)	
TRAVEL MOVEMENT ALARM FUNCTIONAL		SLEW FOOT BRAKE (IF APPLICABLE)	
BRAKES – WORKS AFTER TESTING		LMI PROGRAMMED, WARNING SOUND	
HYDRAULIC FUNCTIONS ARE OPERATIONAL		LMI CORRESPONDS TO LOAD CHART	
DEFROST/ HEAR / AIR CONDITIONER WORKING		STABILIZERS CONDITION AND RESPONSE	

OPERATOR
SIGNATURE

DATE

Never use equipment you're not trained to operate! Contact us at +27 (0) 12 661 6721 or visit us at www.hretd.co.za for quality in-service training