

# Forklift Truck Operator Pre-Use Checks

- \* Pre start checklist is to be completed every day prior to using the equipment. Operator is to initial when inspected, Supervisor is to review the checklist and sign off at the end of each week.
- \* Seat Belts to be worn where fitted.



## Visual Checks

- General Condition.
- Forks.
- Carriage Plate.
- Mast.
- Back Rest Extension / Load Guard.
- Lift Chains.
- Tyres.
- Wheels.
- Overhead Guard / Roll Over Protection Frame.
- Energy Source.
- Hydraulics.
- Identification / Rating Plate.
- Operator's Compartment.
- Access.
- Lights, Windscreen and Mirrors (if fitted).
- Fire Extinguisher (if fitted).

## Working Environment

- No evidence of leaks.
- No obstructions (overhead or in working area).
- Correct forklift type for working environment.

## If used on the Public Road

- Forklift truck registered and number plate (front and rear) displayed, clean and legible.
- Valid tax and insurance disc displayed.
- Road lights (side, head, rear, stop and number plate lights) in place, clean, correct colour and working correctly.

**Note:** Head, stop and direction indicator lights are not required if the truck cannot exceed 12 miles per hour (19 Kilometres per hour) provided that the driver is clearly visible on all sides, can give hand signals to other traffic and the vehicle is not used during lighting up hours except in an adequately lit public place.

## Practical / Operational Checks

- Seat.
- Safety Belt.
- Ignition and Electrical Systems.
- Reversing Alarm and Horn.
- Warning Lights and Lights (if fitted).
- Hydraulic Controls.
- Brakes (Foot & Parking).
- Clutch and Gearshift.
- Steering.
- Exhaust.
- Noise.

## Thorough Examination

- Thorough examination carried out every 12 months (every 6 months if used to lift persons) by a competent person and test certificate available.

Forklift Type..... Forklift Number..... Date (Week Commencing Mon).....

Description of Issue.....

Date and time tagged out:..... Tagged out by:..... Returned To Service:.....

Weekly Supervisor sign off.....

1. **When should the daily inspection be done?**
  - A. When a fault occurs
  - B. At the start of each shift
  - C. After each shift
2. **Which of the following is it most important to check on a diesel driving truck?**
  - A. The hour meter
  - B. The quantity of fuel in the fuel tank
  - C. The engine oil
3. **Which of the liquids listed below should be used when topping up a lead acid battery?**
  - A. Sulphuric acid
  - B. Battery acid
  - C. Distilled water
4. **What is the most important reason for having the correct air pressure in pneumatic tyres?**
  - A. Energy consumption is reduced
  - B. The risk of damage to the truck on uneven ground is reduced
  - C. Low air pressure makes the truck unstable
5. **Why is it important to check the lifting chains?**
  - A. They bear the entire load
  - B. They bear half the load
  - C. The lift cylinder can be unevenly loaded
6. **What should you check first if it is impossible to raise the forks to the top of the mast when you operate the lift lever?**
  - A. The hydraulic oil filter
  - B. The lifting chains
  - C. The oil level in the hydraulic oil tank
7. **What is the most suitable way to check the brakes?**
  - A. By driving slowly and then braking
  - B. By driving fast and then braking
  - C. By driving slowly, then turning and braking at the same time
8. **What is the smallest load centre for a 1000 x 1400 mm box?**
  - A. 500 mm
  - B. 700 mm
  - C. 1000 mm
9. **When is it most dangerous to drive a counterbalanced truck at high speed in a sharp corner?**
  - A. With a max load
  - B. With a partial load
  - C. Unloaded
10. **How does the common centre of gravity move if you tilt the mast of a loaded truck forwards?**
  - A. Upwards
  - B. Forwards
  - C. Backwards
11. **How does the stability of a truck change when the load is lifted high?**
  - A. It increases
  - B. It increases, but only if the mast is fully tilted backwards
  - C. It decreases
12. **What is the name for the force which a truck is especially subjected to when driven around corners?**
  - A. Gravitational force
  - B. Centrifugal force
  - C. Bending force
13. **May a truck be used if it constitutes a safety risk?**
  - A. Yes, if the supervisor gives his approval
  - B. Yes if the safety officer is informed
  - C. No
14. **Who is responsible for the load on the truck?**
  - A. The truck operator
  - B. The supervisor
  - C. The consignee
15. **Why must the forks be parallel with the pallet sides when the pallet is lifted?**
  - A. In order not to damage the mast
  - B. In order to avoid the risk of breaking a fork
  - C. In order to avoid damaging a pallet
16. **Why must the load be tilted backwards during transportation?**
  - A. Visibility is improved
  - B. The load more secure
  - C. You can transport loads which are heavier than the max lifting capacity of the truck
17. **What should you remember to do when handling long loads?**
  - A. To have the forks high above the ground during transportation
  - B. To have an assistant to hold the load
  - C. To have the greatest possible distance between the forks
18. **In which order, from a stability view point, should an empty pallet rack be loaded with goods?**
  - A. From the bottom upwards
  - B. From the top downwards
  - C. From the middle and then upwards and downwards respectively
19. **Why must the load not be tilted backwards when setting down goods during stacking?**
  - A. Because the forks can be damaged
  - B. Because the tilt cylinder is subjected to large stresses
  - C. Because the pallet or underlying goods may be damaged
20. **Who is responsible for how a lorry is loaded?**
  - A. The lift truck operator loading the lorry
  - B. The lorry driver
  - C. The lorry owner

21. **Which type of body injuries are the most common in accidents involving trucks?**  
 A. Ankle and foot injuries  
 B. Head injuries  
 C. Shoulder injuries
22. **Can a truck operator be found guilty of drunken driving?**  
 A. Yes  
 B. Yes, but only if the operator has a driving licence  
 C. No
23. **To whom do you turn in the first instance to point out a safety hazard at your place of work?**  
 A. The Safety Officer  
 B. Your supervisor  
 C. The Safety Committee
24. **How can you see that a package contains dangerous goods?**  
 A. The packaging is painted red  
 B. The packaging is a blue metal container  
 C. The packaging is marked with a special label
25. **Must a truck operator take special measures before he starts to handle dangerous goods?**  
 A. No, not if you are a safe truck operator  
 B. Yes, the fire brigade must be informed  
 C. Yes, you must find out the danger involved and what you must do in the event of an accident
26. **Lorries transporting dangerous goods must have special markings. What do these look like?**  
 A. A red sign on the back of the lorry  
 B. An orange sign on the back of the lorry  
 C. An orange sign on the back and another on the front of the lorry
27. **A person has been injured while working with dangerous goods and must be taken to a doctor. It is important that he brings something with him. What?**  
 A. Clean clothes  
 B. Identification papers  
 C. A description of the goods involved in the accident
28. **Suppose that your truck is rated at 2000 kgs at 500 mm centres, what does this mean:**  
 A. That the truck will only lift up to 2000 kgs if the load does not measure more than 1000 mm in length?  
 B. That the truck will safely lift any weight up to 2000 kgs?  
 C. That the truck will safely lift up to 2000 kgs provided that the centre of gravity of the load is not more than 500 mm forward from the heel of the forks?
29. **Why should refuelling areas be well ventilated?**  
 A. To keep the fuel tanks cool?  
 B. To allow gasses/fuel or vapour to disperse?  
 C. To allow room all around the truck for you to move?
30. **When building a bulk stack (one load on to another), what is it important to line up?**  
 A. Load to load?  
 B. Pallet to load underneath?  
 C. Pallet to pallet?
31. **The manufacturer's rated capacities only apply when the mast is:**  
 A. Tilted back?  
 B. Tilted forward?  
 C. Vertical and on level ground?
32. **If dunnage or rubbish, i.e. pieces of timber, old boxes etc. are found lying in the aisle, it should be:**  
 A. Removed to an appropriate storage area?  
 B. Ignored and driven around or over?  
 C. Put on top of a nearby load?
33. **Why is it important to remove the key when a fork lift truck has been parked?**  
 A. To save power?  
 B. To stop unauthorised personnel using the truck?  
 C. To stop the key being lost?
34. **What is the ideal position for the tips of the forks, when travelling unladen on level surface?**  
 A. 100 - 150 mm (4 - 6 inches), high when tilted back?  
 B. 100 - 150 mm (4 - 6 inches) before tilting back?  
 C. As close to the ground as possible?
35. **What is the correct loading sequence for a rigid flat bed lorry?**  
 A. All on one side first?  
 B. Start from the rear, working side to side?  
 C. Start from the headboard, working side to side?
36. **If a truck is turned sharply, at speed, with the forks or load elevated, which way is the truck likely to tip?**  
 A. Forwards?  
 B. Backwards?  
 C. Sideways?
37. **Why is it important to check the truck before using it at the start of the day or shift?**  
 A. To ensure it is in a safe working condition?  
 B. So that no one else uses it?  
 C. To make sure the truck has enough fuel?
38. **What is the main purpose of an overhead guard on the truck?**  
 A. To protect the operator from small falling objects such as bolts?  
 B. To protect the operator from large falling objects such as pallets and loads?  
 C. To give added strength to the construction of the truck?
39. **Why is it important to apply the parking brake when operating the hydraulic controls?**  
 A. To prevent the truck moving?  
 B. To save power or fuel?  
 C. So that no one else can use the truck?

40. **What action should you take if a fault occurs whilst operating the truck?**  
 A. Park the truck as safely as possible and report it to the supervisor?  
 B. Try and repair the fault yourself?  
 C. Carry on until a convenient break and then report it?
41. **Why is it important to sound the horn at blind corners, doorways, etc?**  
 A. To get everyone out of your way?  
 B. To warn people of your approach?  
 C. To keep people awake?
42. **What distance can a truck be driven with the forks or load elevated?**  
 A. As far as you like?  
 B. No more than ten (10) feet?  
 C. Minimum distance possible whilst stacking and de-stacking?
43. **Is it permissible for passengers to be carried on the load or forks?**  
 A. Yes?  
 B. No?  
 C. Only for short distances?
44. **The ideal way to pick up a loaded pallet is?**  
 A. As far forward as possible so that the fork tips do not stick out?  
 B. With its wider face touching the vertical face of the forks?  
 C. With its narrow face touching the vertical face of the forks?
45. **When checking the truck at the start of the day or shift, you discover that the hydraulic oil is low, do you:-**  
 A. Top it up?  
 B. Report it is low to your supervisor?  
 C. Ignore it, because it is a maintenance engineer's responsibility?
46. **What is the correct way to operate the hydraulic control levers on a fork lift truck?**  
 A. In short sharp movements?  
 B. To their fullest extent?  
 C. Gently and smoothly without jerking?
47. **The spacing of the forks should be adjusted to engage a loaded pallet as follows:**  
 A. As close together as possible?  
 B. Spread as far apart as possible?  
 C. Spread so as to take equal weight on each fork?
48. **Whenever you are driving a fork lift truck around a factory or warehouse it is:**  
 A. Your responsibility to watch out for pedestrians?  
 B. The pedestrians' responsibility to watch out for Fork Lift Trucks and keep out of their way?  
 C. The management's responsibility to keep pedestrians and trucks separated?
49. **The load centre distance is measured from the centre of gravity of the load to:**  
 A. The centre of the front wheel?  
 B. The tips of the forks?  
 C. The heel of the forks?
50. **Passengers should not be carried on a fork lift truck unless:**  
 A. The passenger is a qualified operator?  
 B. A properly constructed position is provided?  
 C. They are to assist with conveyance of a bulky load which obscures the driver's vision?
51. **A check on the serviceability of a fork lift truck should always be done:**  
 A. Daily?  
 B. Weekly?  
 C. As required?
52. **What position should the mast be in when picking up or depositing a load?**  
 A. Tilted Back?  
 B. Tilted Forward?  
 C. As near vertical as possible?
53. **After inserting the forks under the load you should:**  
 A. Tilt Back?  
 B. Lift to take the weight then tilt?  
 C. Push the load to ensure contact with the heel of the forks?
54. **When cornering forks/load leading in a restricted area you should:**  
 A. Keep wide from the corner you are turning?  
 B. Keep close to the corner you are turning?  
 C. Stay in the middle?
55. **When an attachment is fitted to the forks of a fork lift truck the capacity of the truck is most likely to be:**  
 A. Increased?  
 B. Kept the same?  
 C. Decreased?
56. **Why is it important to leave approximately 4-6 inches (100 - 150 mm), when stacking against a vertical face, i.e. wall, stack etc:**  
 A. So as no part of the load or forks hits the wall?  
 B. To allow air to circulate?  
 C. To allow pedestrian walk way?
57. **The term 'free lift' when related to fork lift trucks means:**  
 A. The distance the forks may be raised from the ground before the mast extends?  
 B. The tolerance allowed for the forks to enter a pallet without binding?  
 C. The carriage of passengers to assist with bulky loads?