



## Service Inspection Checklist - Forklift

INSTRUCTIONS					
<ul style="list-style-type: none"> <li>Use this form when performing a scheduled forklift service inspection.</li> <li>All items must be checked by the person(s) performing the specified mechanical and lube services.</li> <li>Use the following table to determine the required service type and frequency.</li> </ul>					
Service Type	Service Frequency (whichever comes first)				
250	Every 6 months or 250 hours				
500	Every 12 months or 500 hours				
1000	Every 24 months or 1000 hours				
2000	Every 36 months or 2000 hours				
SECTION 1 - VEHICLE DETAILS					
DATE:	4112124	HOOR METER READING:	1299 Hrs		
UNIT No:	SF 241001	SERVICE TYPE:	250 HR.		
MAKE:	HYSTER	MODEL:	30 FORTIS		
SECTION 2 - INSPECTION REQUIREMENTS					
<p>! Before commencing work:</p> <ul style="list-style-type: none"> <li>Park machine on stable, level ground and apply the parking brake.</li> <li>Place wheel chocks at both front and rear wheels.</li> <li>Place 'Danger' and/ or 'Out of Service' tags in appropriate places on machines.</li> <li>Isolate electrics on equipment (if fitted).</li> </ul> <p>! When service inspection is complete, ensure service sticker is attached.</p>					
SECTION 3 - SERVICE / INSPECTION CHECKLIST <i>Completed by person(s) performing mechanical and lube services. Place a tick at service type for each inspection item for ok, an X (cross) for a defect and write a comment. Where the inspection item is not fitted to the vehicle mark "NA" in the relevant service type column. Greyed-boxes indicate no action is required for the inspection item for the service type.</i>					
Service Inspection Item	Service Type				Fault Found
	250	500	1000	2000	
<b>CHANGE</b>					
Engine oil and filter	✓				
Fuel filters	✓				
Air Filter	✓				CLEAN HOUSING
Transmission filter	✓				
Drive Axle Oil	✓				TOPPED UP
Hydraulic filter and tank top gasket - 8089335 and 8136196					
Hydraulic tank breather - 8061721					
Engine coolant					
Transmission Oil					
Hydraulic oil					
Wheel bearing grease					
Brake Fluid (If applicable) (check lubricant type for forklift)					
Fan belts - 1243221 and 8093093					
Hydraulic suction screen and filter- 926773 and 8089900					



## Forklift Service Sheet

**SECTION 3 –SERVICE / INSPECTION CHECKLIST CONTINUED**-Completed by person(s) performing mechanical and lube services. place a tick at service type for each inspection item for ok, an x (cross) for a defect and write a comment. where the inspection item is not fitted to the vehicle mark "NA" in the relevant service type column. greyed-boxes indicate no action is required for the inspection item for the service type.

Service Inspection Item	250	500	1000	2000	Fault Found
<b>ENGINE, STEERING, HYDRAULICS AND DRIVETRAIN</b>					
Engine oil level	✓				
Engine coolant level	✓				
Transmission Oil level	✓				
Hydraulic tank level and contamination	✓				
Drive Axle Oil level	✓				
Brake Fluid (If applicable) (check lubricant type for forklift)	✓				
Engine for oil leaks	✓				
Fuel system for no leaks, no damage & smooth linkage operation	✓				
Exhaust system for correct operation, no leaks, no damage, etc.	✓				
Radiator & oil cooler – clean, not clogged with dirt or damaged	✓				
Engine drive belts & pulleys for wear, no damage & correct adjustment	✓				
Engine air intake system for correct operation, no leaks, no damage, etc.	✓				
Steering components for no leaks, no wear or damage	✓				
Brake system for correct operation, no leaks, no damage	✓				
Control levers for smooth operation, labelled, wear, no damage	✓				
Axle beam forward and reverse direction looseness	✓				
Valve clearance and adjust as necessary					
<b>LUBRICATE - Lubricate all items.</b>					
Mast and ram pivots and bushes	✓				
Mast Chain and rollers	✓				
Steering ram bushes	✓				
Cables and linkages as required	✓				
Cables and linkages as required	✓				
Engine Compartment Door Hinges	✓				
Driveshaft and universal joints	✓				
All grease points receiving grease, no damaged nipples	✓				
<b>FRAME AND STRUCTURE</b>					
Hydraulic rams for no damage, no leaks	✓				
Hydraulic hoses, fittings, valves for no damage, no leaks, wear	✓				NEW HOSES
Fork tines and mast for no damage, cracks or wear	✓				
Guarding (fan, belts, pulleys, exhaust, etc.) in place & no damage	✓				
Vibration mounts for condition and tightness	✓				
R.O.P.S. & Cab structures for secure fitment, no damage	✓				NO LABEL
Access steps, safety rails & handles – secure, clean, no damage	✓				



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**SECTION 3 –SERVICE / INSPECTION CHECKLIST CONTINUED-Completed by person(s) performing mechanical and lube services. place a tick at service type for each inspection item for ok, an x (cross) for a defect and write a comment. where the inspection item is not fitted to the vehicle mark "NA" in the relevant service type column. greyed-boxes indicate no action is required for the inspection item for the service type.**

Service Inspection Item	250	500	1000	2000	Fault Found
<b>FRAME AND STRUCTURE (continued)</b>					
Operators seat for correct adjustment, condition, secure attachment	✓				
Seat belt for secure, correct operation, no damage, signage in place	✓				
Hydraulic rams for no damage, no leaks	✓				
Hydraulic hoses, fittings, valves for no damage, no leaks, wear	✓				
Rear view mirrors for condition, adjustment, not damaged or missing.	✓				
Fire extinguisher - in place, condition, charged	NA				
All Safety & Operational signage in place, legible, no damage	✓				
Operators manual, P.S.I. Report book, etc., in unit & in usable condition	NA				
<b>ELECTRICAL</b>					
All lights, beacon, indicators for correct operation, no damage	✓				
All wiring looms and cables for damage and properly secured	✓				
Horn, warning buzzers, reverse alarms for correct operation, no damage	✓				
Gauges, warning light & instruments for correct operation, no damage	✓				
Neutral start for correct operation	✓				
Battery - secure, clean, electrolyte level, terminal connections, no damage	✓				
Emergency stop for correct operation, no damage	NA				
Isolation switch	✓				
<b>SECTION 4 –TYRE PRESSURE &amp; CONDITION</b>					
	Front axle		Rear axle		
	RHS	LHS	RHS	LHS	
% Worn:	90%	90%	40%	40%	
<b>ENSURE SERVICE STICKER ATTACHED ON COMPLETION</b>					
<b>SECTION 5 - SERVICE REPORT</b> Record relevant service and defect details here					
<b>SECTION 6 – COMPLETION RECORD</b>					
	Work conducted by		Checked and recorded		
Name:	Mitch Davis		John Stonehouse		
Signature:			JW Stonehouse		
Position:	APPRENTICE MECHANIC		SUPERVISOR MECHANIC		
Date:	3/12/24		3/12/24		