

Process Definition PR-PRC-003 Forklift Prestart inspection

1. SUMMARY

1.1. This document acts as a generic guide to forklift prestart inspections

2. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
1	10/1/2017	Original issue.	Kyle Devine
2	06/12/2021	Updated document numbering and formatting.	Kyle Devine

3. PROCESS DEFINITION

3.1. The purpose of the Forklift Prestart inspection is to clearly outline the generic checks required prior to operating a forklift truck.

4. PROCESS OBJECTIVES AND METRICS

4.1. Process objectives for this process are defined in records of management review; see the documented procedure *PR-PRO-015 Management Review*.

5. PROCESS OWNERS AND RESPONSIBLE PARTIES

- 5.1. The owners of this process are the Pure Rail Directors
- 5.2. Primary responsibility for this process will fall the suitably qualified Pure Rail employee undertaking the operation.

6. TYPICAL PROCESS STEPS

6.1. A pre-start safety check should be completed every time an operator uses a different industrial lift truck and at the beginning of each shift.



6.2. Process map.

- reading the load rating plates to ensure the industrial lift truck and attachments are right for the task
- inspecting lift and tilt systems including attachments e.g. clamps, hydraulic lines for oil leaks, chains, cables and whether limiters are operating properly and safely
- checking steering, brakes including park brakes, operating controls and lights are operational
- inspecting each tyre for wear, damage and inflation for pneumatic types
- checking guarding is in place and functional e.g. around the battery compartment or fuel lines
- checking that warning devices are operational
- inspecting fork arms and attachments for deformation, damage or wear
- checking liquid levels e.g. hydraulic oil, brake fluid and water
- inspecting gas cylinders where necessary and their securing system
- testing seat belts to make sure they work reliably

7. RELATED RISKS

- 7.1. The following risks are identified related to this process.
- 7.2. Management may elect to conduct a formal risk assessment for any of these risks; the preferred method of risk assessment is indicated herein.

Risk	Likelihood	Severity	Assessment Method (if applicable)	Mitigation
Injury to worker	3	4		Prestart checks Licensed operator
Injury to third party	3	4		Prestart checks Licensed operator
Damage of equipment	3	3		Prestart checks Licensed operator