

Forklift Truck Safety Audit. Version 1.4

Template Information

Template ID	forklift-safety-audit
Version	v1.0
Language	English (en)
Number of Check Items	34
Source	https://layeraudit.com
Revision Date	2026-10-27
Description	Description: I C L Safety & Trining

Audit Information (to be completed during audit)

Audit Date	
Auditor	
Area / Department	
Escort	

Instructions

1. This template contains 34 check items. Record results in the 'Checklist' worksheet.
2. The source does not define fixed pass/fail options. Fill in results according to your own criteria (e.g. Pass / Fail / N.A.).
3. Scores, conclusions and signatures are entered manually in the 'Scoring & Sign-off' worksheet.
4. For photos or other evidence, enter the evidence number in the 'Notes / Evidence No.' column and archive photos by number.
5. Check item numbers are renumbered consecutively. The mapping to the source rows is recorded in '编号对应表.xlsx' in the delivery package.

Forklift Truck Safety Audit. Version 1.4 — Checklist

No.	Section	Check Item	Result	Notes / Evidence No.
1	Operator Safety Information	Has the operator been trained or refreshed within the last three years?		
2	Operator Safety Information	Is there a copy of the operators certificate in their training file?		
3	Operator Safety Information	Has the operator signed an authorisation to operate form, renewable annually?		
4	Operator Safety Information	Is the operator aware of the correct fault reporting procedures?		
5	Operator Safety Information	Has the operator certification and authorisation to operate records been checked?		
	Operator Safety Information	Date of training or refresher course?		
	Operator Safety Information	Date of company written authorisation?		
6	Truck Information	Truck Type?		
	Truck Information	Make?		
	Truck Information	Model?		
	Truck Information	Serial Number?		
	Truck Information	Capacity?		
7	Truck Information	Motive power?		
	Truck Information	Attachments?		
8	Visual checks	Carriage pate Is the safety data information plate attached and legible?		
9	Visual checks	Load handling device (forks, clamp, etc)?		
10	Visual checks	Backrest extension?		
11	Visual checks	Mast?		
12	Visual checks	Mast rollers & slides?		
13	Visual checks	Lift chains?		
14	Visual checks	Chain pulleys?		
15	Visual checks	Hydraulic rams?		
16	Visual checks	Hydraulic cables?		
17	Visual checks	Wheels?		
18	Visual checks	Tyres?		
19	Visual checks	All round external condition?		
20	Visual checks	Counterweight?		
21	Visual checks	Has the key been removed when the lift truck is unattended?		
22	Visual checks	Operators position?		
23	Visual checks	Operators seat & seat restraint?		
24	Visual checks	LPG cylinder (LPG powered truck)?		
25	Operational Safety Checks	Starting procedure (engine truck)?		
26	Operational Safety Checks	Starting procedure (electric truck)?		
27	Operational Safety Checks	Starting procedure (LPG truck)?		
28	Operational Safety Checks	Lights?		
29	Operational Safety Checks	Audible warning system?		
30	Operational Safety Checks	All hydraulic systems?		
31	Operational Safety Checks	Driving operation (no play in the steering)?		
32	Operational Safety Checks	Foot brake function?		
33	Operational Safety Checks	Park brake function?		
34	Operational Safety Checks	Is the lift truck In a safe operational condition?		

Forklift Truck Safety Audit. Version 1.4 — Scoring & Sign-off

Sign-off

Operators signature.	
Safety officer signature.	