



**ALL  
USED  
EQUIPMENT**

## 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:	16/2/24	HOUR METER READING:	1391 HRS		
UNIT No:	JF240102	SERVICE TYPE:	500		
MAKE:	AUSA	MODEL:	C500 H x4		
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	
CHANGE					
Engine oil and filter		✓			
Fuel filters		✓			
Air Filter		✓			
Transmission filter		N/A			
Drive Axle Oil		X			
Hydraulic filter		✓			
Hydraulic tank breather		✓			
Engine coolant		✓			
Transmission Oil		.			
Hydraulic oil		.			
Wheel bearing grease		.			
Brake Fluid (If applicable) (check lubricant type for forklift)		✓			
Fan belt		✓			
Hydraulic suction screen- clean or replace					



## 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		N/A			
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		✓			
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		✓			
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		✓			
<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		✓			
Isolation switch		✓			
<b>SECTION 4 –TYRE PRESSURE &amp; CONDITION</b>					
	Front axle			Rear axle	
	RHS	LHS	RHS	LHS	
% Worn:	60	60	50	50 1/5	
<b>ENSURE SERVICE STICKER ATTACHED ON COMPLETION</b>					
<b>SECTION 5 - SERVICE REPORT Record relevant service and defect details here</b>					
	Heat tape on Exhaust		✓	Done	JA
	LHS	tyre 1/5	✓	Done	JA
<b>SECTION 6 – COMPLETION RECORD</b>					
	Work conducted by		Checked and recorded		
Name:	Tony S		John Stonehouse		
Signature:	AS		JW Stonehouse		
Position:	Mechanic		WSPR SUPERVISOR		
Date:	3.4.24		3/4/24		