



**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>					
<b>Service Type</b>		<b>Service Frequency (whichever comes first)</b>			
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:	7/5/26	HOUR METER READING:	11 hr	2640	
UNIT No:	FL3058 SF251003	SERVICE TYPE:	500 hr		
MAKE:	CLARK	MODEL:	C30	C30	
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>					
<p><b>SECTION 3 –SERVICE / INSPECTION CHECKLIST</b> 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.</p>					
Service Inspection Item	Service Type				Fault Found
	250	500	1000	2000	
CHANGE					
Engine oil and filter		OK			Replaced
Fuel filters		OK			Replaced
Air Filter		OK			Replaced
Transmission filter		OK			replaced
Drive Axle Oil		OK			checked only
Hydraulic filter and tank top gasket – 8089335 and 8136196					
Hydraulic tank breather - 8061721		OK			cleaned
Engine coolant		OK			checked
Transmission Oil		OK			checked
Hydraulic oil		OK			checked
Wheel bearing grease					
Brake Fluid (If applicable) (check lubricant type for forklift)		OK			checked
Fan belts – 1243221 and 8093093		OK			checked
Hydraulic suction screen and filter- 926773 and 8089900					



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## 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		OK			
Engine coolant level		OK			
Transmission Oil level		OK			
Hydraulic tank level and contamination		OK			
Drive Axle Oil level		OK			
Brake Fluid (If applicable) (check lubricant type for forklift)		OK			
Engine for oil leaks		OK			
Fuel system for no leaks, no damage & smooth linkage operation		OK			
Exhaust system for correct operation, no leaks, no damage, etc.		OK			
Radiator & oil cooler – clean, not clogged with dirt or damaged		OK			
Engine drive belts & pulleys for wear, no damage & correct adjustment		OK			
Engine air intake system for correct operation, no leaks, no damage,		OK			
Steering components for no leaks, no wear or damage		OK			
Brake system for correct operation, no leaks, no damage		OK			
Control levers for smooth operation, labelled, wear, no damage		OK			
Axle beam forward and reverse direction looseness		OK			
Add fuel Lucas fuel injector cleaner (3 ounces / 35 litres diesel)					
Valve clearance and adjust as necessary					
<b>LUBRICATE - Lubricate all items.</b>					
Mast and ram pivots and bushes		OK			
Mast Chain and rollers		OK			
Steering ram bushes		OK			
Cables and linkages as required		OK			
Cables and linkages as required		OK			
Engine Compartment Door Hinges		OK			
Driveshaft and universal joints		OK			
All grease points receiving grease, no damaged nipples		OK			
<b>FRAME AND STRUCTURE</b>					
Hydraulic rams for no damage, no leaks		OK			
Hydraulic hoses, fittings, valves for no damage, no leaks, wear		OK			
Fork tines and mast for no damage, cracks or wear		OK			
Guarding (fan, belts, pulleys, exhaust, etc.) in place & no damage		OK			
Vibration mounts for condition and tightness		OK			
R.O.P.S. & Cab structures for secure fitment, no damage		OK			
Access steps, safety rails & handles – secure, clean, no damage		OK			



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Service Inspection Item	250	500	1000	2000	Fault Found
<b>FRAME AND STRUCTURE (continued)</b>					
Operators seat for correct adjustment, condition, secure attachment		OK			
Seat belt for secure, correct operation, no damage, signage in place		OK			
Hydraulic rams for no damage, no leaks		OK			
Hydraulic hoses, fittings, valves for no damage, no leaks, wear		OK			
Rear view mirrors for condition, adjustment, not damaged or missing.		OK			
Fire extinguisher - in place, condition, charged		NA			
All Safety & Operational signage in place, legible, no damage		OK			
Operators manual, P.S.I. Report book, etc., in unit & in usable condition		OK			
<b>ELECTRICAL</b>					
All lights, beacon, indicators for correct operation, no damage		OK			
All wiring looms and cables for damage and properly secured		OK			
Horn, warning buzzers, reverse alarms for correct operation, no damage		OK			
Gauges, warning light & instruments for correct operation, no damage		OK			
Neutral start for correct operation		OK			
Battery - secure, clean, electrolyte level, terminal connections, no damage		OK			
Emergency stop for correct operation, no damage		NA			
Isolation switch		OK			
<b>SECTION 4 –TYRE PRESSURE &amp; CONDITION</b>					
	Front axle		Rear axle		
	RHS	LHS	RHS	LHS	
% Worn:					
<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:	RILEY OTWAY		John Stonehouse		
Signature:	Riley		JN Stonehouse		
Position:	APPRENTICE		Supervisor		
Date:	MECHANIC		Mechanic.		