Forklift authorisation

Only staff with valid forklift qualifications and written authorisation from the warehouse manager may operate a forklift. The manager records authorisation in the equipment register.

Before moving, fasten the seat belt and check the travel path. Do not carry passengers on the forklift.

Travel and loading

Keep the forks low while travelling and slow down at aisle crossings. Give pedestrians priority at marked crossings.

Do not drive with a load above the rated capacity on the nameplate. If a load blocks the forward view, reverse only after checking that the route behind is clear.

Equipment inspections

The operator checks the forklift at the start of every shift. Report a brake or steering fault and mark the forklift as out of service.

A technician carries out the scheduled maintenance inspection every 6 months. The equipment register records the result and the next inspection date.