

SITE SURVEY REPORT

Pallet Truck Pre-use Inspection

Prepared for	Marlbeck Wholesale Ltd
Date	13 Oct 2026
Site	Marlbeck Wholesale, Warrington
Prepared by	K. Adeyemi

FORM

Pallet Truck Pre-use Inspection**1. Check details**

Project	Marlbeck Wholesale, Warrington: pallet truck PT-07 pre-use check (completed example)
Site address	Unit 12, Teal Park, Warrington WA2
Business or site operator	Marlbeck Wholesale Ltd
Location (GPS)	53.4108, -2.5731
Date of the check	13 Oct 2026
Checked by	K. Adeyemi
Time of the check	06:10
Reason for the check	Start of shift
Area or zone where it is used	Goods in and ambient aisles 1 to 8

A pre-use check by the operator or a supervisor. Check each item the way the manufacturer's instructions describe. It is not a service or a repair: a truck with a fault comes out of use until it is fixed.

HSE says pallet trucks are not covered by LOLER, because the consequence of the load falling off is very low, but used at work they must be maintained for safety and may need inspecting under PUWER. PUWER 1998 regulation 5 requires work equipment to be kept in efficient working order and good repair; regulation 6 requires equipment exposed to conditions that cause dangerous deterioration to be inspected at suitable intervals, with the result recorded.

2. Truck

Asset number	PT-07
Type	Manual hand pallet truck
Make	Holtby
Model	HP25
Serial number	SN-EXAMPLE-0707
Rated capacity from the plate (kg)	2500
Heaviest load planned today (kg)	1150
Heaviest load as % of rated capacity	46

Date of the last service or inspection	14 Apr 2026
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Days since then	182
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3. Forks and wheels

Forks and fork tips	Acceptable
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Forks rise level with each other	Acceptable
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Load rollers	Acceptable
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Entry and exit rollers at the fork tips	Acceptable
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Steering wheels	Acceptable
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Wheel axles, pins and retaining clips	Acceptable
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Push rods and linkages under the forks	Acceptable
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Needing action	0
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Not checked	0
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4. Hydraulics, controls and handle

Hydraulic pump lifts the forks	Acceptable
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Seals and leaks	Action needed
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What needs doing, or why not checked	Oil weeping from the pump ram seal. Fresh drips on the floor under the pump after standing overnight.
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Holds a raised load	Action needed
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What needs doing, or why not checked	With a 900 kg pallet raised, the forks crept down about 40 mm in two minutes.
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Lift, neutral and lower control	Acceptable
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Lowering is controlled	Acceptable
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Handle	Acceptable
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Handle return spring	Acceptable
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Brake or parking brake, if fitted	Not applicable
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Needing action	2
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Not checked	0
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5. Frame, markings and power

Chassis and welds	Acceptable
Capacity plate fitted and readable	Acceptable
Asset number or ID label readable	Acceptable
Needing action	0
Not checked	0

6. Route

Floor along the route	Action needed
What needs doing, or why not checked	Rain blown in under goods-in door 2. Floor wet for about 3 m inside the door.
Slopes, ramps and dock plates on the route	Acceptable
Route clear of obstructions, kerbs and cables	Acceptable
Needing action	1
Not checked	0

7. Result

Truck checks acceptable	15
Needing action	2
Not checked	0
Route problems	1
Truck checks acceptable (%)	88
Result	Do not use: taken out of service

Do not use. Label the truck, move it out of the working area if it can be moved safely, and tell the supervisor.

Why it is out of service	Hydraulic seal leaking and the forks will not hold a raised load.
Tag or label number	DNU-EXAMPLE-31
Where it is now	Quarantine bay next to the battery charging area
Supervisor or maintenance told	S. Varga, shift manager, at 06:25

8. Actions and sign-off

Items needing action	3
Result	Action needed before the truck or route is used

Actions 1: Replace the pump seals on PT-07 and test it holding a raised load before it goes back into use.

Action	Replace the pump seals on PT-07 and test it holding a raised load before it goes back into use.
Priority	Urgent: do not use
Who will do it	Northbank Handling Services
Due by	15 Oct 2026
Status	In progress

Actions 2: Squeegee the floor at goods-in door 2, put a mat down and fix the door brush strip.

Action	Squeegee the floor at goods-in door 2, put a mat down and fix the door brush strip.
Priority	Before next use
Who will do it	S. Varga, shift manager
Due by	13 Oct 2026
Status	Done, checked
Actions still open	1
Decision	Repair, then repeat this check before use
Date of the repeat check	15 Oct 2026
Summary	PT-07 out of use with a leaking pump seal and forks that creep down under load. Spare truck PT-09 in use today. Wet floor at door 2 dried and matted.
Operator name	K. Adeyemi
Operator signature	

K. Adeyemi

Supervisor name	S. Varga
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Supervisor signature

S. Varga
