

SITE SURVEY REPORT

Vehicle and Forklift Pre-use Check

Prepared for	Eastern Coastal Freight Ltd
Date	30 Sep 2026
Site	Dockside Unit 2, Felixstowe
Prepared by	K. Nowak

FORM

Vehicle and Forklift Pre-use Check**1. Check details**

Project	Dockside Unit 2, Felixstowe: forklift pre-use check (completed example)
Site	Dockside Unit 2
Site address	Dockside Unit 2, Gull Lane, Felixstowe
Customer	Eastern Coastal Freight Ltd
Date of the check	30 Sep 2026
Driver or operator name	K. Nowak
What are you checking?	Forklift or lift truck
Vehicle or machine	Counterbalance forklift, 2.5 tonne
Manufacturer	ExampleCo Lift Trucks
Model	HCB25
Fleet or serial number	FLT-07
Hours meter reading	6412
Power source	LPG
Is it used to lift people?	No
Are you trained on this type of truck or machine and authorised by your employer to use it?	Yes
Authorisation or licence reference, and expiry	Counterbalance authorisation DU-FLT-112, refresher due March 2028

2. Truck or plant checks

Daily checks. HSE guidance says lift trucks may need checks on a daily basis before use, as well as the formal thorough examination. Check with the engine off and the forks or platform lowered, then test the controls.

Forks, carriage or attachment	Pass
Mast, boom or lifting arm, and lifting chains	Pass
No hydraulic leaks from hoses, rams or fittings	Pass

Tyres and wheels	Fail
Service brake and parking brake	Pass
Steering	Pass
Horn, lights and beacon	Pass
Seatbelt or operator restraint	Pass
Overhead guard and cab free from damage	Pass
All controls work and return to neutral	Pass
Rated capacity plate in place and readable	Pass
LPG cylinder secure, valve and hose undamaged, no smell of gas	Pass

Thorough examination. Under regulation 9 of the Lifting Operations and Lifting Equipment Regulations 1998, lifting equipment for lifting people must be thoroughly examined at least every 6 months, and other lifting equipment at least every 12 months, unless it is examined under a written examination scheme. The report must give the latest date for the next examination.

Have you seen the current thorough examination report or certificate?	Yes
Date of the last thorough examination	8 Apr 2026
Next examination due by	8 Apr 2027

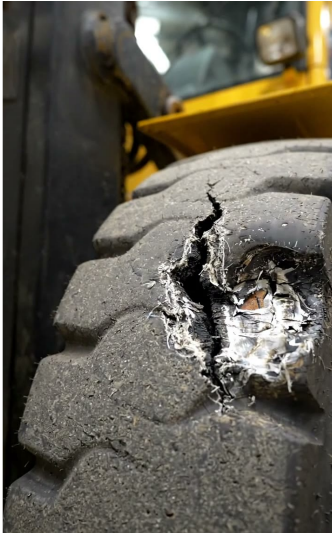
3. Defects

Items failed	1
Is there anything else wrong that is not on the checklist?	No

Defects 1: Tyres and wheels

Which item?	Tyres and wheels
What is wrong?	Deep cut in the front left tyre, through the tread into the wall, with a chunk partly torn away.

Photos of the defect



How serious is it?

Dangerous, do not use

4. Result

Result of the check

NOT safe to use

Take it out of use. Guidance from HSE for lifting equipment, and from GOV.UK for commercial vehicles, is that equipment with a dangerous defect must not be used until the defect is put right.

What have you done to stop it being used? Parked in a safe place, Key removed, Out of use sign or tag fitted, Battery isolated or LPG valve closed

Who has the key?

M. Grant, shift supervisor

Reported to

M. Grant, shift supervisor

Time reported

06:25

5. Sign-off

By signing you confirm you carried out the checks on this page before use, and reported every defect found.

Driver or operator signature

K. Nowak

Has a supervisor seen the defects?

Yes

Supervisor name

M. Grant

Action taken or arranged

Truck parked in the quarantine bay, key held and tagged out. Tyre replacement booked with the hire company for this afternoon. K. Nowak moved to FLT-04 for the shift.

Repair due by

30 Sep 2026

Supervisor signature

M. Grant
