



## ES&H Guideline Audit Sheet

**ESH-048**

### Forklift Trucks

<b>ES&amp;H Guideline Section No.</b>	<b>Requirements</b>	<b>Examples of Verification or Records</b>	<b>Observations and Extent of Compliance</b> <i>(to be completed by the Auditor during the Audit)</i>	<b>Actions</b> <i>(to be decided by the Auditor, in consultation with the Auditee)</i>
4.1	What is the system to manage the purchase and hire of forklifts?	Purchase orders, hire agreements		
4.2	What is the system to ensure forklift operators are trained and qualified?	Training records, certificates of competency.		
4.3	What is the system for daily inspection of forklifts?	Completed Check sheets.		
4.4	What are the arrangements to ensure safe operation of forklifts?	Procedure, work instructions, marked areas, signs, etc.		
4.5	What are the arrangements for the maintenance of forklifts?	Maintenance schedule, maintenance records.		



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4.6	What is the system for the safe refuelling and battery charging of forklifts?	Work instructions, signs, etc.		