Pre-use Inspection Show-me-tell-me Questions

The following exercises can be used to confirm candidate understanding of and competence in carrying out checks of the mandatory items covered in the pre-use inspection section of the Basic Operating Skills Test. You can use the exercises in a variety of ways throughout your course – for example, you may wish to randomly select candidates at intervals and select a task to ask them about; alternatively, you might choose to pick a number of exercises as a recap at the beginning of each training day.

Each show-me-tell-me exercise is designed to encourage candidates to not only show a verbal understanding of the task in question, but also to demonstrate their ability to perform the component check. In this way you will be able to gauge their ability and their readiness for the Basic Operating Skills Test and their role as a lift truck operator.

Component	Show-me-tell-me	Guidance Notes
Fork arms	How should the fork arms be checked?	Each fork arm should be checked for wear, cracks and distortion. Check for wear causing thin, jagged edges at the fork tip and heel. Particular attention should be paid to the fork hooks and carriage plate; constant movement between these points causes wear and fracture. The fork arms should be equally spaced on the carriage with the fork retaining pins engaged and secure. The forks should be set to the same width. Fork locking pins must latch and be secured into the locked position. Where relevant, hydraulic fork adjustment attachment points must be lubricated, free from damage and correctly secured. Fork guide rollers must not show signs of uneven wear, incorrect tracking, flat spots and scoring.
Attachment	What should be checked on an attachment?	Any attachment fitted must be attached appropriately and securely on the carriage plate (if applicable). Locking pins, welded joints, pivots should not be worn, cracked or seized. The attachment must not be bent, twisted or distorted and must be in good, functional working order.

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Carriage plate	How should you inspect the carriage plate and component parts?	The carriage plate should have no obvious damage and it should sit square to the mast. The end stop bolts must be fitted and secure. The fork locking pins must fully engage into the castellations.
Outer mast	What should you check for on the outer mast?	The outer mast sections should be checked for damage, distortions and cracks. The fitment of the mast to the main body of the lift truck via the pivot bearings and tilt rams should be secure and well lubricated.
Inner mast	What would you check for on the inner mast?	The inner mast channels or runners must be inspected for undue wear, scoring, excessive dirt or any foreign objects or debris, which may be fouling the mechanism. The inner mast must sit squarely inside the outer mast.
Mast rollers/slides	How would you inspect the mast rollers/slides?	The mast guide rollers, including reach channel rollers must not show signs of uneven wear, incorrect tracking, flat spots and scoring. Mast slide bearings must be intact and not loose. The bearing must be adequately lubricated.
Lift chains	What should be checked when inspecting the lift chains?	Check lift chains for evidence of deterioration, stretching, loose or worn pins, damaged pin rivet heads. Also check for worn, cracked or missing links and signs of corrosion on link plates. Chain anchor points must be inspected for damage, even adjustment and security of the locking nuts or safety clips.
Chain pulleys	Show me how you would inspect the chain pulleys.	Chain pulleys should have no obvious damage, uneven wear and flat spots. The chains running over pulleys should show signs of tracking correctly between the riveted end of the chain pins and the inner walls of the pulley flanges.

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Tilt, reach and hoist rams	Show me how you would inspect the tilt and hoist rams.	All hydraulic rams, seals and couplings must be checked for damage and leaks, through the full range. Particular attention should be given to where the piston emerges from the outer cylinder – check for any oil, corrosion and scoring on the piston. The points at which the rams connect to the truck/ mast/carriage must be secure and the tilt ram attachment points should be lubricated.
Hydraulic hoses and pipes	Show me how you would check the hydraulic hoses and pipes.	Examine all visible hydraulic hoses/pipes for kinks, damage, crushing, abrasion leaks or signs of fouling, which could result in a possible hydraulic leak. Check for correct hose routing over guide pulleys. Hydraulic hoses must never be touched, even if the operator is wearing gloves. This should be a visual inspection only.
Hose reel mechanism	How would you inspect a hose reel mechanism?	Hose reel mechanisms should be undamaged and run freely with no evidence of hydraulic oil leaks. The hose should roll freely without knotting or jamming.
Wheels	What should be checked when inspecting the wheels?	There should be no missing wheel nuts. Check for loose wheel nuts. The wheel rim and hub should be examined for damage, cracks and scoring and loose bolts. Inspect the stub axles and steering assembly for excessive dirt or any foreign bodies, especially polythene shrink wrap, banding etc., which may be fouling the mechanism. Any split rim retaining collars should be correctly fitted and intact.

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Tyres	How should the tyres be inspected?	Individual tyres should be checked for adequate and even tread across the same axle, damage, flat spots and deep cuts. Check for swarf, nails, flints, etc. in the tread. Check the tyre side walls for evidence of deterioration and cracks.
Audible Warning Devices	The machine must not be operated if the horn is defective.	If there is an audible warning device, check that it activates and can be heard, e.g. if you leave the cockpit without switching off the power or fail to apply the parking brake, selecting reverse gear, height, weight and pressure limit switches, etc.
Rated Capacity Plate	Show me how to check the rated capacity?	The rated capacity plate must be fitted; it must be secure, clear and legible. The plate should display, at least, the maximum weight the lift truck can pick up, the load centre and the maximum lift height, appropriate to the lift truck and or any attachments fitted.
Hydraulic Controls	How should the hydraulic controls be checked?	All hydraulic driven parts (mast height, tilt mechanisms, etc.) must be run to their end positions to lubricate all the moving parts, whilst checking serviceability, smooth operation and for obvious leaks. All hydraulic operations must be carried out from the operator's position and the truck should be properly secured. While operating the hydraulics, visually check any components in the assembly that are ordinarily hidden from view.

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Park brake	How would you check the park brake?	The parking brake should be tested by slowly driving and then applying the brake, the truck must stop. If the truck has a drive train that is disconnected via the application of the park brake (either electrically, hydraulically or mechanically), care must be taken to ensure that the correct process of checking is determined by consulting the manufacturer's operators manual.
Drive and braking	How should the accelerator and foot brake be checked?	Forward and reverse should be engaged to ensure their smooth operation and positive response to the accelerator pedal. If applicable, check the function and operation of the inching pedal. The efficiency of the foot brake should be tested in both directions, braking must be even. The brake pedal should not travel to the cockpit floor. Non-slip rubber should be fitted to pedals. Hydrostatic, rheostatic, regenerative or opposite direction braking systems must be checked in addition to mechanical brakes to ensure they are functional.
Steering	How would you check the steering?	Check for excessive play in the steering wheel before starting the truck. Avoid turning the wheels of the truck whilst stationary, this may subject the steering mechanism and tyres to unnecessary wear or strain. The operator should move the truck in both directions checking the steering operation fully on both locks. Power steering systems should be smooth in operation and supply suitable powered assistance. Checks must be made to the 180 and 360 degree steering systems to ensure they function correctly and any steering instrument indicator correlates to the wheel position and directional control.