**Telehandler Familiarisation Handover Checklist**

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| --- | --- | --- | --- |
| **Vehicle Type & Reg. No:** |  | **Site:** |  |
| **Date:** |  | **Operator:** |  |

|  |  |  |
| --- | --- | --- |
|  | **Item** |  |
| **1** | I confirm I am familiar with all the controls of the above Forklift/Telehandler in accordance with the manufactures instructions including:* Gear selection
* Forward and Reverse selection
* Steering Mode selector
* Boom Reach – raised, lowered, out and in
* Carriage Tilt
* Stabiliser legs
* Chassis Levelling Operation

**When completed, the form to be kept with the machines documents!** | □□□□□□□□ |
| **2** | I am aware of the Safe Working Load/Ratings and they are compatible with the intended use. | □ |
| **3** | I understand and have completed the Daily check sheet for today’s operation and will complete this check sheet daily before starting operations | □ |
| **4** | I have located the following documentation and equipment: |  |
|  | 1. Manufactures operating manual & Load charts
 | □ |
|  | 1. Operators Record and Inspections book including Thorough Examination Certificates
 | □ |
|  | 1. Fire Extinguisher
 | □ |
|  | 1. Grease Gun, Compressor and Tyre Pressure Gauge
 | □ |
|  | 1. First Aid Kit
 | □ |
|  | 1. Air Horn (fire Alarm)
 | □ |
|  | 1. Tip Skip extension/operating handle
 | □ |
| **Comments** | **Actions Taken** |
|  |  |
| **Operators Name:** |  | **Site Managers Name**  |  | **Actions agreed**  |  |
| **Signature:****Date:** |  | **Signature:****Date:** |  | **Signature:****Date:** |  |