

# Standard Operating Procedure

## Title: Forklift Operation in Warehouse

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Department	Warehouse	Document no	WAR-065
Prepared by:		Date:	Supersedes:
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Approved by:		Date:	Review Date:

### Document Owner

Warehouse Manager

### Affected Parties

All warehouse staffs

### Purpose

To describe the operation requirements and maintenance of Forklifts used in warehouse.

### Scope

This SOP needs to be read, understood, and followed by all licensed and permitted forklift operators prior to the driving forklifts onsite.

### Definition

N/A	
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### Related Documents

N/A	
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### EHS Statement

Safety glasses and gloves must be worn by the Operator whilst minor repairing and maintenance of forklifts.

Safety shoes must be worn at all times by the Forklift Operator.

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**Table 1**

Wheels	8	Tyres	Abnormal wearing and/or damage
	9	Fitting nuts	Securely tighten
Battery	10	Charge	Confirmation of state of battery capacity indicator by turning on the key switch
Horn	11	Horn	Sound
Monitor lamps	12	Function	When key switch is turned on, MONITORING OK is displayed
Other	13	Overhead guard, load backrest	Fitting bolts and nuts are tight.
	14	Other than above	Any abnormality

### 4. Forklift Operation under Load

- 4.1. For security, do not wear loose clothing, which can be caught or hooked on anything.
- 4.2. Do not operate the truck prior to carrying out the daily checklist.
- 4.3. The truck should never be operated by persons other than a qualified Operator.
- 4.4. WARNING - do not stand or ride on the forks, pallet or load.
- 4.5. **CAUTION:** Prior to operation check the weight of the load and the centre of gravity. Do not overload. Observe allowable load specifications.
- 4.6. Proper pallet and/or attachment for loading must be used.
- 4.7. Make sure palletised load is in a proper shape and securely palletised.
- 4.8. Do not place forks in improper position in pallet or under the load and/or do not place the load or the pallet to one side.
- 4.9. When lifting the load, stop travel. When picking and stacking, operate hydraulic lever slowly.
- 4.10. Do not make fast turns or brake suddenly because the truck could overturn.
- 4.11. **CAUTION:** When inching operation is being utilised for either stacking on or off, tilt the fork backward, retract the mast and travel as slowly as possible and do not make a sudden start, brake suddenly or turn quickly.
- 4.12. Do not stop suddenly during the hydraulic lowering operation. This will cause the truck to overturn.
- 4.13. Pay careful attention to the condition of the floor. Do not make the lift operation while the truck is leaning or on an incline.
- 4.14. **WARNING:** Do not stand or walk underneath the forks.
- 4.15. Do not drag the forks on the floor; lift the forks 5-10cm above the straddle legs during operation.