

		ESTENAD WORKSHOP	
AUTONOMOUS MAINTENANCE PROCESS			
Make		<div>DAILY</div> <div>MONTHLY</div> <div>ANNUALLY</div>	
Model			
S/N			
Equip	Forklift	 	
Sr. No.	Activity / Check List	Responsibility	Instructions
1	Obvious Leaks	Operator	Check the floor, beside and under the truck
2	Hydraulic Fluid Level	Operator	Check the level in the reservoir
3	Mast and Carriage	Operator	Visually check for any damage or foreign items. Check also for appropriate lubrication
4	Chains and Fixing Bolts	Operator	Visually check for damaged links, obvious stretching and appropriate lubrication. Visually check the fixing bolts for any sign of damage
5	Forks	Operator	Visually check for any sign of cracks, especially at the heels, or any other sign of damage or excess wear. Check securing pins
6	Backrest/Extension	Operator	Visually check for damage or debris. Bent or otherwise damaged metal is weakened and may be dangerous
7	Attachments	Operator	Check for the actual security of the attachment, at its fixing or locking points, and check any hydraulic or other connections. Some attachments may need additional checks
8	Tyres/Wheels/Nuts	Operator	Check all tyres for obvious damage, including cuts and tread wear. Check pneumatic tyres for the correct pressure. Check wheels for damage, especially to the rims, and check that wheel nuts are tight
9	Seat and Seat Belt	Operator	Check that the seat is correctly fixed to the truck and not loose or damaged. Check that the seat belt or other restraint is properly secure and functions correctly
10	Steering	Operator	Check the steering feels normal and there is no undue play or unusual movement
11	Service Brakes/Parking Brakes	Operator	Check the brakes feel normal and work efficiently
12	Warning Lights	Operator	Check for the correct operation of all warning lights. If a light stays on, and you are not sure of its meaning, check the user manual or seek further advice. Do not use the truck with a warning light illuminated if you do not know it is still safe!
13	Bodywork	Operator	Visually check around the vehicle. Damaged bodywork may indicate other problem areas on the truck. Check the areas carefully. Damaged bodywork may indicate damage to racking or other equipment. Report what you find so that your supervisor can check it out
14	Fuel Level	Operator	Check the level and refuel as needed. Remember to wear protective gloves and keep away from cigarettes or other fire hazards
15	Battery	Operator	Ensure the battery is secure and clean. Check the level of distilled water and top up as needed. Wear eye protection and gloves
13	Inching Pedal	Operator	Check for correct operation
14	Coolant Level	Operator	Check and top up as needed
15	Fan Belts/ Fan	Operator	Check for correct tension and obvious damage
12	General Inspection	Maintenance	Check the machine is in good condition
13	Cleaning	Maintenance	Direct airflow through surface and parts, and cleaning with cloth
14	Damaged Parts	Maintenance	Replace the damaged parts if any

15	General Cleaning	Maintenance	Direct airflow through louvers or blow out or vaccum inside
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