

Warehouse Forklift Handover Documentation

Date:

Time:

Location:

Handover From (Name):

Handover To (Name):

Forklift Model:

Forklift Serial No.:

Forklift Checklist:

Item	Status	Notes
General Condition		
Battery Level/Fuel		
Tyres/Wheels		
Lights & Horn		
Hydraulic System		
Forks		
Brakes		
Seats & Safety Belts		

Additional Observations:

Handover By (Signature)

Received By (Signature)