



SAFETY ASSESSMENT
FEDERATION

Owner / User Guidance

Guidance for Forklift Truck Owners

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1. Introduction

The following guidance contains information relating to good practice for the maintenance and safety of forklift trucks. The status of this guidance is advisory and not mandatory, unless the guidance indicates that it is included in relevant legislation.

The intention of this guidance is to support and assist forklift truck owners in identifying their responsibilities. They are intended to supplement the relevant legislation and guidance issued by the Health and Safety Executive (HSE).

This guidance does not include or provide advice on use, risk assessments by the owner or operator and supervision of lifting operations.

2. Forklift Trucks

Generally, and unless equipment is provided for private use unrelated to the workplace, it is likely that forklift trucks would be regarded as workplace equipment and subject to the appropriate legislation, refer to section "4. "Thorough Examination" for further information.

This would also include other equipment and accessories which are designed to be used with the forklift truck, including attachments and their fixings.

3. General Responsibilities

The main legal responsibilities are designed to ensure the safe use and operation of the forklift truck.

This includes correct selection of lifting equipment, organisation of lifting operations, operator training and competence, maintaining safe equipment through regular servicing and inspection and thorough examination with associated record keeping.

Employers and those responsible for the workplace have responsibilities for their employees and other people working on their site.

Employees also have responsibilities in respect of their actions and to report dangerous or potentially dangerous occurrences.

4. Thorough Examination

All lifting equipment is subject to the Health and Safety and Work etc Act, notably Regulations pertaining to the Lifting Operations and Lifting Equipment Regulations (LOLER) and the Provision and Use of Work Equipment Regulations (PUWER). These state that any lifting equipment, fixed or mobile, which includes forklift trucks will require a thorough examination by a Competent Person at defined periodicities, or after significant repair or modification to the equipment to assess its continued safety.

This is more than just an inspection of equipment and assessing its condition at the time of examination. The thorough examination requires a full risk assessment of its safety, suitability for purpose and its use, the environment, rate of deterioration and other influencing factors combined with the condition of the equipment.

This is normally completed by an Engineer Surveyor, who is specifically trained and competent to undertake such tasks. The role of an Engineer Surveyor is termed Competent Person as per LOLER definition which is of someone with appropriate practical and theoretical knowledge and experience which enables them to detect defects or weaknesses and assess their importance in relation to safety. Furthermore, the thorough examination should not be mistaken with maintenance or servicing although some activities may be similar. The thorough examination may provide an overview that maintenance is being undertaken but is not intended to replace it.

It is particularly important that the Competent Person conducting the thorough examination should be sufficiently independent and impartial to enable objective decisions to be made. In this regard, independence is either a separate reporting line or organisation from other services including servicing, maintenance, hire or supply. SAFed full member companies are fully independent and impartial who recruit, train and employ Competent Persons. Furthermore, SAFed member companies accredited to ISO / IEC 17020 are deemed Competent Inspection Bodies.

The legal requirement for a thorough examination is a completed report of thorough examination in accordance with the Health and Safety and Work etc Act, notably Regulations pertaining to LOLER and PUWER.

The report of thorough examination should comply with Schedule 1 of LOLER and include all details thereof.

The report of thorough examination shall be retained by the duty holder until the next thorough examination or the expiration of two years, whichever is later.

5. Other Relevant Information

Further information, including details of HSE publications can be obtained from the HSE website: www.hse.gov.uk

6. Safety Assessment Federation (SAFed)

The Safety Assessment Federation (SAFed) is the UK trade association for the independent engineering Testing, Inspection and Certification industry. All SAFed Full Member Companies are accredited by UKAS to formal the international standards to provide thorough examination services by a Competent Person to national regulations (LOLER, PUWER and HSWA etc).

They do not maintain, service, supply or manufacture equipment, ensuring customers receive fully independent, comprehensive and professional service. SAFed also provides advice, guidelines and publications, which are acknowledged as best practice within the industry.

For more information or to find a SAFed Member company visit the find a member company on the website

Promoting Safety | Reducing Risk | Adding Value



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