SITE survey. APP

SITE SURVEY REPORT

Telehandler Daily Check

Prepared for	Severnside Construction Ltd
Date	2 Oct 2026
Site	Kingsway Quarter, Gloucester
Prepared by	B. Trevelyan

FORM

Telehandler Daily Check

1. Record details and scope

Project	Kingsway Quarter, Gloucester: telehandler daily pre-use check (completed example)
Site or premises address	Kingsway Quarter, Plot C, Gloucester
Client or organisation	Severnside Construction Ltd
Record date	2 Oct 2026
Person completing the record	B. Trevelyan

For trained operators checking an approved configuration. This is not a load-capacity calculation, lift plan, examination report or permission to lift people.

2. Equipment and scope

Telehandler ID, model and location	Fleet TH-07, 14 m telehandler, plot C compound
Competent person and authorisation	B. Trevelyan, telehandler operator, card checked and authorised by the site manager (authorisation SC-AUTH-311)
Manufacturer or approved procedure reference	Manufacturer's daily check list in the operator's manual, site sheet SC-PRE-TH rev 3
Work or inspection scope and exclusions	Daily pre-use visual and function checks only. Excludes the thorough examination and any service work.

3. Configuration

Hours and shift	Hour meter 4,218. Day shift 07:30 to 17:00
Attachment ID and compatibility reference	Pallet forks FK-07-2, matched to the machine on the attachment schedule SC-ATT-07
Applicable load chart and configuration	Load chart for forks on outriggers and on tyres, chart plate in the cab matches the fitted attachment
Ground, route and segregation assessment reference	Lift plan and route assessment SC-LP-C-014. Exclusion zone at the plot C unloading bay.

4. Daily checks

Tyres, wheels and visible chassis checked	Action needed

Action, limitation or reason not applicable	Cut in the sidewall of the rear left tyre, about 40 mm long. Reported before use and fitter called.
Boom, attachment and connection checked to instructions	Acceptable
Hydraulic hoses and visible leaks checked	Acceptable
Cab access, seat restraint, mirrors and cameras checked	Acceptable
Stabilisers and level indication checked where fitted	Acceptable
Controls, warnings and overload devices checked under procedure	Acceptable
Checks acceptable	5
Checks needing action	1
Checks not done	0

5. Handover

Use decision	Out of service
Restrictions, isolation and person informed	Keys removed and defect tag fitted to the steering wheel. Site manager R. Pattison and the hire desk informed at 07:50.
Repair or follow-up job reference	Hire desk job SVH-55120

Condition and defect evidence



6. Actions and review

Are further actions required?	Yes

Further action 1: Fitter to inspect the rear left tyre and replace if needed. Job SVH-55120.

Action and evidence reference	Fitter to inspect the rear left tyre and replace if needed. Job SVH-55120.
Person responsible	Hire company fitter
Target date	2 Oct 2026
Action status	Completed
Completion evidence	Tyre replaced at 11:30. Recheck by B. Trevelyan, machine returned to use at 11:50.

Further action 2: Brick deliveries for the morning moved to the afternoon.

Action and evidence reference	Brick deliveries for the morning moved to the afternoon.
Person responsible	R. Pattison
Target date	2 Oct 2026
Action status	Completed
Completion evidence	Supplier rebooked for 13:00.
Outstanding limitations and information to pass on	Machine returned to use after the tyre change. No other defects found.
Record status	Ready for review
Reviewed by	R. Pattison
Review date	2 Oct 2026
Author signature	

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.