

The Essential Forklift Procurement Checklist



Forklifting
Lift smart. Procure easy!

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Activities



Needs Analysis

- **Load Capacity:** What is the maximum weight the forklift needs to handle?
- **Lift Height:** What is the highest point the forklift needs to reach?
- **Forklift Type:** Indoor/Outdoor use? Choose between electric, diesel or LPG.
- **Operating Environment:** Does your environment for space, flooring and ventilation needs.
- **Usage Frequency:** Daily/hourly usage affects fuel type and maintenance needs.



Supplier Evaluation

- **Reputation & Experience:** Check supplier's track record, reviews, and industry experience.
- **Certification & Compliance:** Ensure adherence to safety and quality standards.
- **Warranty & Support:** Confirm warranty terms and after-sales support availability.
- **Spare Parts & Maintenance:** Check availability of parts and supplier's service capabilities.
- **Financing Options:** Assess leasing, rental and purchase options based on your budget.



Cost Considerations

- **Initial Costs vs Lifetime Costs:** Compare purchase price vs long-term operating expenses.
- **Fuel & Energy Costs:** Evaluate fuel efficiency for diesel, LPG or charging costs for electric.
- **Maintenance Costs:** Understand preventative maintenance and repair expenses.
- **Resale Value:** Consider potential resale or trade-in value



Safety & Compliance

- **Safety Features:** Ensure seat belts, alarms, speed control, and ergonomic design.
- **Operator Training:** Check supplier-provided training and certification for operators.
- **Regulatory Compliance:** Confirm adherence to local safety regulations and emissions laws.

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Trial & Inspection

- **Test the Forklift:** Conduct a trial run to check maneuverability, speed and comfort.
- **Inspect Build Quality:** Look for durability, structural integrity, and potential defects.
- **Evaluate Ergonomics** Ensure operator comfort, visibility, and ease of controls.



Service & Support

- **Availability of Technicians:** Confirm response time for service and repairs.
- **Service Contracts:** Check for maintenance agreements and extended service plans.
- **Training & Documentation:** Request manuals and training for operators and technicians.

Your Notes

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Our Needs Analysis

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Supplier Evaluation

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Cost Considerations

Notes

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Safety & Compliance

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Trial & Inspection

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Service & Support