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[Daily Forklift Pre-Shift Operation Inspection Checklist						
Unit Number:							
Forklift Make:							
Forklift Model:							
Forklift Serial Number:							

Check each inspection item below before the start of each shift. Consult with your equipment operator's manual for any additional required pre-operation checks as well. If found to be unsatisfactory, please note the issue and notify your supervisor.

DO NOT operate the forklift if any issues are found. They must be corrected before operation may begin.

Note: Items only applicable to internal combustion trucks are marked (IC). Items only applicable to electric trucks are marked (E).

Day of Week:	Mor	nday	Tue	sday	Wedn	esday	Thur	sday	Fri	day	Satu	ırday	Sur	nday
Date:				•						-		-		•
Hour Meter:														
Operator:														
Supervisor's OK:														
Inspection Item (Visual)	Pass	Repair												
Have all previously-noted problems been fixed?														
Is the exterior of the lift (around and undeneath) free of leaking fluids, damage, loose parts, cracks, and any other stuctural defects?														
Is the overhead guard free of any damage, bending, cracks, compromised welds, looseness, and drill holes?														
Are the forks and load back rest free of cracks, bends, and loose bolts? Are the forks within wear limits? Is the fork locking pin secure and operable?														
Are the tires and hubs free of chunking, cuts, wear, and damage? Are the hub nuts tight? If pneumatic, is the tire pressure at the correct level?														
Is the engine free of leaks, strange noises, and emission smells? (IC)														
Are all fluids (engine oil, water/coolant, brake, and hydraulic fluid) at the correct level, free of contamination, and of proper consistency?														
Is the air filter clean and in place? (IC)														

Are the battery hold-downs and hood latch intact and secure?														
Is the mast free of damage and cracked welds? Are the chains and carriage level? Are the hydraulic cylinders (lift and tilt) secure and leak-free?														
Are the lift chains and hoses leak-free? Are there any signs of damage? Are the chains lubricated?														
Are the battery connectors intact? Are the battery cables free of fraying and damaged insulation? Are the cable lugs undamaged? (E)														
Is the battery fully charged? (E)														
Is the battery water at the correct level? (E - IC if without maintenance-free battery)														
Is the fuel source (battery or fuel tank) connected, secure, and free of issues?														
Does the lift have adequate fuel? (IC)														
Are the data tag (namelate) and all safety decals accurate, in place, and legible?														
Is the operator's manual is present?														
If a fire extinguisher is installed, is it charged and secure?														
Has all rubbish been removed from the operator's compartment?														
Inspection Item (Operational)	Pass	Repair												
Is the seat belt mounting secure? Is the belt free of frays and rips? Is the buckle operable and damage-free?														
Does the operator presense sensing system (OPSS) function as it should?														
Do all motors (drive, steer, and hydraulic) and lifting/attachment functions operate properly? Are they free of strange noises and jerky motion?														

Is the steering wheel loose, have play, pull, or vibration?										
Do the brake (E & IC) and inching pedal (IC) operate properly? Is there play?										
Does the parking brake function and hold properly?										
If emergency disconnect is installed, is it functional?										
Are all instruments and gauges functioning properly?										
Do the horn and alarms function above the ambient noise level?										
Are all equipped lights operable and free of damage and debris? Is the mounting secure?										
Are all equipped mirrors clean and reflective?										
	 Please	e explair	n below a	any item	s marke	d "Repa	ir."			