Inspect each item listed below before the start of each shift. Select the corresponding column for ‘Pass’ if there is no visible problem and select ‘Fail’ if you detect a problem during your visual inspection. Document and explain the corrective action needed in the column next to the corresponding checklist item on the form.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Lift:  Internal Combustion  Electric** | | | |
| **Operator Name:** | | | |
| **Location:** | | **Forklift Number:** | |
| **Date:** | | **Work Shift:** | |
| **Hour Meter Start:** | **End:** | | **Total Hours:** |

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| --- | --- | --- |
| **GENERAL CONDITION AND CLEANLINESS** | **STATUS (OK/NOT OK)** | **COMMENTS** |
| Clean exterior and cab |  |  |
| No signs of damage or leaks |  |  |
| Safety decals and load capacity plate readable |  |  |
| Body of forklift is free of excessive grease, oil, mud or grime |  |  |
| Data plate is attached, and information is readable |  |  |
| Forklift manufacturer warning labels are readable |  |  |
| Seat is in good condition without major tears or pieces missing |  |  |

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| **FORKS AND MAST** | **STATUS (OK/NOT OK)** | **COMMENTS** |
| Forks and mast not bent, cracked, or worn |  |  |
| Fork pins secure |  |  |
| Mast operation smooth (no jerking or binding) |  |  |
| Lift chains properly lubricated and not worn or damaged |  |  |
| Chain tension even |  |  |
| Backrest in place and secure |  |  |
| Load back rest in place and not bent, cracked, loose or damaged. |  |  |

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| **TIRES AND WHEELS** | **STATUS (OK/NOT OK)** | **COMMENTS** |
| Tire pressure (if pneumatic) |  |  |
| No excessive wear, damage, or embedded objects |  |  |
| All lug nuts in place and tight |  |  |
| No leaks from wheels (for cushion tires) |  |  |

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| **HYDRAULIC SYSTEM** | **STATUS (OK/NOT OK)** | **COMMENTS** |
| Hydraulic fluid at proper level |  |  |
| No visible leaks in hoses, cylinders, or fittings |  |  |
| Hoses and fittings secure and undamaged |  |  |

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| **CONTROLS AND INSTRUMENTS** | **STATUS (OK/NOT OK)** | **COMMENTS** |
| Steering smooth and responsive |  |  |
| Horn and backup alarm functional |  |  |
| Gauges, instruments and warning lights working correctly |  |  |
| Lights (headlights, brake, warning) operational |  |  |
| Tilt, lift, and side shift controls operate smoothly |  |  |
| Tilt control functions smoothly without excessive drift or noise |  |  |
| Control levers labeled, functioning smoothly and freely return to neutral |  |  |
| Attachment Control lever – Operating correctly |  |  |
| Turn signal (if installed) is functioning smoothly. |  |  |

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| **OVERHEAD GUARD** | **STATUS (OK/NOT OK)** | **COMMENTS** |
| Overhead guard in place and not bent, cracked, or loose |  |  |
| Does not obstruct the operator's view |  |  |
| Openings in the top of the guard do not exceed 6 inches - width or length |  |  |

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| **BATTERY (ELECTRIC FORKLIFTS)** | **STATUS (OK/NOT OK)** | **COMMENTS** |
| Battery charged and charging cable undamaged |  |  |
| Battery fluid at correct level |  |  |
| No corrosion on terminals |  |  |
| Battery hold-downs secure |  |  |
| Battery connections are secure, not loose |  |  |

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| **ENGINE/PROPANE TANK (INTERNAL COMBUSTION FORKLIFTS)** | **STATUS (OK/NOT OK)** | **COMMENTS** |
| Fuel level sufficient |  |  |
| No visible leaks (fuel or oil) |  |  |
| Engine oil level correct |  |  |
| Radiator coolant level is full and free of leaks |  |  |
| Air filter clean |  |  |
| Propane Tank (LP Gas Truck) – Rust Corrosion, Damage |  |  |
| Propane tank properly secured, straps in place and hose undamaged |  |  |
| Motor functions smoothly, without sudden acceleration. |  |  |

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| **SAFETY EQUIPMENT** | **STATUS (OK/NOT OK)** | **COMMENTS** |
| Fire extinguisher present and charged |  |  |
| First aid kit stocked (if applicable) |  |  |
| Operator manual in compartment |  |  |
| Safety switch operational |  |  |
| Seatbelt in good condition, not damaged and operational |  |  |
| Mirrors clean and properly adjusted |  |  |
| Forklift pedestrian safety warning spotlights working (if installed) |  |  |

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| **OPERATIONAL CHECK (WITH ENGINE ON)** | **STATUS (OK/NOT OK)** | **COMMENTS** |
| Starts smoothly |  |  |
| No unusual noises or vibrations |  |  |
| All operational functions respond correctly |  |  |
| Parking brake functioning correctly and will hold forklift on an incline |  |  |
| Brakes functioning properly and smoothly without grabbing and no fluid leaks |  |  |
| Accelerator and inching pedal working correctly |  |  |
| Drive Control – Forward/Reverse – Functioning Smoothly |  |  |
| Lift and lowering control functions smoothly without excess drift |  |  |

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