

# Forklift Pre-use Inspection Checklist



Date: \_\_\_\_\_ Forklift Operator: \_\_\_\_\_

Department: \_\_\_\_\_ Make & Model: \_\_\_\_\_

Hour Meter Reading: \_\_\_\_\_  Diesel:  LPG:

*Prior to using the forklift, the trained operator will perform a visual inspection of the forklift using this checklist. If any item on the forklift is found to be deficient, place it out of service and notify your supervisor.*

Visual Inspection – Prior to Starting the Forklift		Yes	NO	N/A
1.	Is the forklift free from any structural or mechanical damage?			
2.	Tires / Wheels are in good condition, free from any excess damage or wear?			
3.	Is the battery in good condition, free from excess corrosion?			
4.	Are the battery cables secure, properly insulated and in good condition?			
5.	Is the forklift free from any observable fluid leaks (e.g. engine oil, hydraulic fluid, etc...)?			
6.	Are the forklift fluids at the appropriate level?			
7.	Is the LPG cylinder free from damage or defects, with the relief valve pointed up?			
8.	Is the LPG cylinder bracket present and in good working conditions?			
9.	Are the forks in good condition (i.e. not bent, damaged, worn, cracks or holes)?			
10.	Are the fork positioning latches in good condition, free from any damage or defects?			
11.	Sprocket teeth and chain anchor pins in good condition, not bent, chipped or worn?			
12.	Are the hydraulic hoses in good condition, free from any leaks, cracks or excess wear?			
13.	Is the seatbelt present, in good condition and properly functioning?			
14.	Is the overhead guard present and in good condition?			
15.	Is the Data Plate present and legible, all approved attachments listed on the data plate?			
Operational – Pre-use Inspection		Yes	NO	N/A
1.	Is the horn operational?			
2.	Is the back-up alarm operational?			
3.	Are all of the control panel lights and gauges operational?			
4.	Are all lights functional (i.e. headlights, taillights, brake lights, blinkers, reverse lights, etc...)?			
5.	Does the parking brake prevent movement when applying minimal pressure to the acceleration pedal?			
6.	Does the lift mechanism work smoothly (raise and lower forks without load)?			
7.	Does the tilt mechanism work smoothly (tilt the mast forward and back without load)?			
8.	Do the hydraulic controls return to the neutral position when released?			
9.	Does the steering mechanism work smoothly?			
10.	When moving, does the steering mechanism have less than 1-2” of free play?			
11.	Does the brakes work smoothly, holding the forklift in place when in use?			
12.	Is the forklift free from any unusual sounds or operational defects?			

Yes:                      No:                      The Forklift was placed out of service, tagged out and my supervisor was notified.