Forklift pre-use checklist

Date _____ **Time** _____

Site or location _____ **Operator name** _____

Truck or unit number _____ **Hour meter reading** _____

Before you start (engine off)

	Pass	Fail	N/A
Data plate is in place and readable	☐	☐	☐
Forks are straight, with no cracks or bent tips	☐	☐	☐
Fork heels and positioning latches are in good condition	☐	☐	☐
Carriage and load backrest are secure	☐	☐	☐
Mast, chains and rollers show no damage or wear	☐	☐	☐
Hydraulic hoses and cylinders are free of leaks	☐	☐	☐
Tires and wheels are in good condition, wheel nuts are tight	☐	☐	☐
Overhead guard is intact	☐	☐	☐
Battery or propane tank is secure, with no leaks	☐	☐	☐
Engine oil, coolant and hydraulic fluid levels are correct	☐	☐	☐
Operator seat and seat belt are in good condition	☐	☐	☐
Mirrors, lights and warning devices are clean and undamaged	☐	☐	☐

After you start (engine on)

	Pass	Fail	N/A
Horn works	☐	☐	☐
Back-up alarm and lights work	☐	☐	☐
Steering moves freely, without excess play	☐	☐	☐
Service brake stops the truck	☐	☐	☐
Parking brake holds	☐	☐	☐
Lift, tilt and side-shift controls work smoothly	☐	☐	☐
Gauges and instruments work	☐	☐	☐
No unusual noises, smells or vibration	☐	☐	☐
Fire extinguisher is in place, if your site requires one	☐	☐	☐

Defects found and action taken

_____

_____

_____

Taken out of service? ☐ Yes ☐ No **Reported to** _____

Inspector signature _____ **Date** _____

Supervisor review _____ **Date** _____