

Operator: _____ Shift No. _____ Week Beginning: _____

Model: _____ Serial: _____ Truck No.: _____

Supervisor: _____ Company: _____

Inspection must be made by the operator prior to the start of any shift. Certain items below may only be applicable to some models. Check all items applicable to equipment listed above.

Place check (✓) appropriate box to indicate if item is OK or if forklift needs repairs or adjustments (provide details below).

SAMPLE FORKLIFT INSPECTION LIST	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
	OK		OK		OK		OK		OK		OK		OK	
Tires are inflated and free of excessive wear or damage. Nuts are tight.	OK		OK		OK		OK		OK		OK		OK	
Forks and Mast are not bent, worn, or cracked	OK		OK		OK		OK		OK		OK		OK	
Fork Pins and Fork Stops (if equipped) are not bent or missing	OK		OK		OK		OK		OK		OK		OK	
Load Back Rest Extension is in place and not bent, cracked, or loose	OK		OK		OK		OK		OK		OK		OK	
Overhead Guard is in place and not bent, cracked, or loose	OK		OK		OK		OK		OK		OK		OK	
Attachments (if equipped) operate OK and are not damaged	OK		OK		OK		OK		OK		OK		OK	
Forklift Body is free of excessive lint, grease, or oil	OK		OK		OK		OK		OK		OK		OK	
Oil - Engine, Hydraulic & Gear Oil should be full and free of leaks	OK		OK		OK		OK		OK		OK		OK	
Radiator - Full and free of leaks	OK		OK		OK		OK		OK		OK		OK	
Fuel Level - OK and free of leaks	OK		OK		OK		OK		OK		OK		OK	
Battery & Battery Connections (if applicable) - Charge level is OK while holding full forward tilt and connections are tight	OK		OK		OK		OK		OK		OK		OK	
Covers over battery and other hazardous parts are in place and secure	OK		OK		OK		OK		OK		OK		OK	
Load Rating Plate is present and readable	OK		OK		OK		OK		OK		OK		OK	
Warning Decals and Operators' Manual are present and readable	OK		OK		OK		OK		OK		OK		OK	
Seat Belt , Restraint or Harness are accessible and not damaged, oily, or dirty	OK		OK		OK		OK		OK		OK		OK	
Engine runs smooth and quiet without leaks or sparks from the exhaust	OK		OK		OK		OK		OK		OK		OK	
Horn functions properly	OK		OK		OK		OK		OK		OK		OK	
Turn Signal (if equipped) operates smoothly	OK		OK		OK		OK		OK		OK		OK	
Lights (head, tail, and warning) work and are aimed correctly	OK		OK		OK		OK		OK		OK		OK	
Gauges and Instruments are all functional	OK		OK		OK		OK		OK		OK		OK	
Lift and Lower operates smoothly without excess drift	OK		OK		OK		OK		OK		OK		OK	
Tilt operates smoothly without excessive drift or "chatter"	OK		OK		OK		OK		OK		OK		OK	
Control Levers are labeled, not loose or binding and freely return to neutral	OK		OK		OK		OK		OK		OK		OK	
Steering is smooth and responsive, free of excessive play	OK		OK		OK		OK		OK		OK		OK	
Brakes work and function smoothly without grabbing. No fluid leaks.	OK		OK		OK		OK		OK		OK		OK	
Parking Brake will hold the forklift on an incline	OK		OK		OK		OK		OK		OK		OK	
Backup Alarm (if equipped) functions properly	OK		OK		OK		OK		OK		OK		OK	
Battery charge level is OK while holding full forward tilt.	OK		OK		OK		OK		OK		OK		OK	

Comments (items needing repair or adjustment):

CAUTION: If equipment at any time is found to be unsafe or in need of repair, report to designated authority immediately and discontinue use until safe to operate. Do not make repairs or adjustments unless specifically authorized to do so.

It is the employer's responsibility to insure each operator has been trained and evaluated as outlined by any governing authority guidelines and to provide applicable forms or documentation. This form is a sample for illustrative purposes only.