**Daily Inspection Checklist for Forklift Truck**

(Do inspections in conjunction with the operator’s manual for the forklift truck being used).

Perform pre-operating checks on equipment, loads, the location of other works and the work environment.

**ELECTRIC FORKLIFT TRUCK**

<table>
<thead>
<tr>
<th>Key Off Procedures</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> The walk-around inspection</td>
<td></td>
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<tr>
<td>□ Overhead guard and mountings</td>
<td></td>
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<tr>
<td>□ Hydraulic cylinders</td>
<td></td>
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<tr>
<td>□ Mast assembly</td>
<td></td>
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<tr>
<td>□ Lift chains and rollers</td>
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<tr>
<td>□ Carriage and carriage bolts and brackets</td>
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<tr>
<td>□ Forks and fork locks</td>
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<tr>
<td>□ Tires, rims and wheel bolts</td>
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<tr>
<td>□ Fire extinguisher and bracket</td>
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<tr>
<td><strong>2.</strong> Examine the Battery</td>
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<tr>
<td>□ All caps are on the battery</td>
<td></td>
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<tr>
<td>□ Fluid level</td>
<td></td>
</tr>
<tr>
<td>□ Cables are not cracked</td>
<td></td>
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<tr>
<td>□ Connections are all secure</td>
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<tr>
<td><strong>3.</strong></td>
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<tr>
<td>□ Check the hydraulic fluid level</td>
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<td><strong>1.</strong> Check the gauges</td>
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<tr>
<td>□ Key switch is not defective</td>
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<tr>
<td>□ Hour meter</td>
<td></td>
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<tr>
<td>□ Battery discharge indicator (light or gauge)</td>
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<tr>
<td><strong>2.</strong> Test Basic Equipment</td>
<td></td>
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<tr>
<td>□ Steering (no more than ¼ turn free play)</td>
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<tr>
<td>□ Brakes (foot, hand and/or seat brake if equipped)</td>
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<tr>
<td>□ Front, tail and brake lights</td>
<td></td>
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<tr>
<td>□ Backup warming device</td>
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<tr>
<td>□ Horn</td>
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<tr>
<td>□ Safety seat</td>
<td></td>
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<tr>
<td>□ Seat belt</td>
<td></td>
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<tr>
<td>□ Forward, Reverse, and Neutral positions</td>
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</table>
3.  
  □ Check the operation of load handling attachments  
  □ Tilt, side shifter, up and down controls

4.  
  □ Fill out daily log and give it to your supervisor

PROPANE FORKLIFT TRUCK

Key Off Procedures

1. The walk around inspection
   □ Overhead guard and mountings  
   □ Hydraulic cylinders  
   □ Mast assembly  
   □ Lift chains and rollers  
   □ Carriage and carriage bolts and brackets  
   □ Forks and fork locks  
   □ Tires, rims and wheel bolts  
   □ Propane tank, regulator, hose and gauges  
   □ Fire extinguisher and bracket

2. Examine the battery
   □ All caps are on the battery  
   □ Fluid level  
   □ Cables are not cracked  
   □ Connections are all secure

3.  
   □ Check the hydraulic fluid level

4.  
   □ Check the engine oil level

5.  
   □ Check the engine coolant level

Key On Procedures

1.  
   □ Test the front, tail and brake lights

Engine Running Procedures

1. Check the gauges
   □ Oil Pressure indicator  
   □ Ammeter indicator  
   □ Hour Meter
2. Test basic equipment
   - Steering (no more than ¼ turn free play)
   - Brakes (foot, hand and/or seat brake if equipped)
   - Front, tail and brake lights
   - Back up warning device
   - Horn
   - Safety seat
   - Safety belt
   - Forward, reverse, and neutral positions

3. Check the operation of load handling attachments
   - Tilt, side shifter, up and down controls

4. Check the operation of load handling

5. Fill out daily log and give it to your supervisor

Check list for Loads
   - Weight
   - Capacity plate
   - Unusual size
   - Irregular shape
   - Type of pallet
   - Secured/stretch wrapped
   - Right material to be moved
   - Hazardous materials- Type, MSDS available, emergency procedures in place

Work Environment
   - Location of other works in the immediate area
   - Work space
   - Lighting
   - Signs
   - Marked aisle ways
   - Floor capacities
   - Docks
   - Noise
   - Housekeeping-water, debris, oil
   - Hazardous operating environment

Comments

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