

# 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

### Key Off Procedures

### Comments

#### 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
- Fire extinguisher and bracket

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#### 2. Examine the Battery

- All caps are on the battery
- Fluid level
- Cables are not cracked
- Connections are all secure

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#### 3.

- Check the hydraulic fluid level

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### Key On Procedures

#### 1. Check the gauges

- Key switch is not defective
- Hour meter
- Battery discharge indicator (light or gauge)

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#### 2. Test Basic Equipment

- Steering (no more than 1/4 turn free play)
- Brakes (foot, hand and/or seat brake if equipped)
- Front, tail and brake lights
- Backup warning device
- Horn
- Safety seat
- Seat belt
- Forward, Reverse, and Neutral positions

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- 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

Comments

- 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 \_\_\_\_\_

Water Temperature gauge

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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

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3. Check the operation of load handling attachments

- Tilt, side shifter, up and down controls

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4.

- Check the operation of load handling

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5.

- Fill out daily log and give it to your supervisor

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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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