

Daily Forklift Inspection Checklist

Operator Name: _____

Forklift Type: _____

Date: _____

1- Pre-Start Inspection

- Inspect the overall condition of the forklift, including the tires, forks, mast, and body.
- Check the fluid levels, including fuel, oil, and coolant (if applicable), and top off if necessary.
- Check the battery charge level (if applicable), ensuring it is fully charged.
- Inspect for any signs of damage or leaks, such as hydraulic leaks or oil spills.
- Check the seat belt and horn, ensuring they are functioning properly.

2- Propane Forklift Inspection

- inspect the propane tank for damage or leaks and ensure it is securely mounted.
- Check the propane level and refill if necessary.
- Inspect the propane regulator and hoses for any signs of damage or wear.

3- Electric Forklift Inspection

- Inspect the battery and charger for any signs of damage or leaks and ensure they are properly secured.
- Inspect the cables and connectors for any signs of damage or wear and tighten any loose connections.
- Check the charger plug and receptacle for any signs of damage or wear.

4- Start-Up Inspection

- Start the forklift and listen for any unusual noises, such as grinding or knocking sounds.
- Check the gauges and warning lights to ensure they are functioning properly.
- Test the brakes and parking brake to ensure they are working correctly.
- Test the steering, ensuring it is responsive and not too loose or too tight.
- Test the horn and lights, ensuring they are working properly.

5- Operational Inspection

- Test the lift and tilt mechanisms to ensure they are working correctly.
- Test the hydraulic system, checking for any signs of leaks or malfunctions.
- Test the emergency stop button, ensuring it stops the forklift immediately.
- Test the forward and reverse gears, ensuring they are engaging properly.
- Test the speed control, ensuring it is working correctly and not stuck.

6- Post-Operation Inspection

- Park the forklift and turn off the engine.
- Inspect the forklift for any damage or leaks, noting any defects or malfunctions.
- Lower the forks to the ground and disengage the controls.
- Engage the parking brake and remove the key.
- Report any defects or malfunctions to the supervisor or maintenance department immediately.