

Pre-use Inspection Checklist

Forklift number:	Week ending date:						
Hour meter reading:	Supervisor name:						
<input checked="" type="checkbox"/> for sufficient, <input type="checkbox"/> for requires attention							
	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Visual Check Operator Number:							
General condition of the forklift							
Housekeeping of the area – is the floor clear of obstacles?							
Check overhead guard / Possible overhead obstructions							
Fire extinguisher is present and charged							
Fluid levels: oil, fuel, and radiator							
Battery: charge, check cables, connections not loose							
Wheels and tires: wear, damage, air pressure							
Forks / Backrest / Mast / Chains / Rollers: no damage, good working condition							
Chain anchor pins							
Fluid leaks, no damp spots or drips on ground							
Hoses: secure, leaks, worn							
Air filter intake: cleanliness							
Signage and stickers legible / Capacity plate							
Propane tank (if applicable) – secured, connections tight, hose in good condition							
Operational Check							
Engine: not rough, no noise or leaks							
Gauges / Horn: loud and working							
Lights: head lights and warning lights							
Seatbelt: good working order, damage							
Steering: loose, tight							
Tilt / Sideshift: loose, sticks, leaks							
Brakes: foot, parking							

Details on areas for attention

*This document is to be used for general information only.
For specific details on the forklift that you are operating, please refer to manufacturer.*