

FORKLIFT TRUCK CHECKLIST

Week of: _____ to _____

This checklist should be completed for each day the forklift is utilized. Monthly records shall be maintained in the supervisors office.

Check each item as it is sighted on the forklift.		MON		TUE		WED		THUR		FRI	
ITEM		OK	Needs Repair	OK	Needs Repair	OK	Needs Repair	OK	Needs Repair	OK	Needs Repair
1	TIRES - free of excessive wear or damage.										
2	FORKS AND MAST - not bent, worn, or cracked.										
3	LOAD BACK REST EXTENSION - in place and not bent, cracked, or loose.										
4	FORKLIFT BODY - free of excessive grease or oil.										
5	OVERHEAD GUARD - not bent, worn, or cracked.										
6	BATTERY CONNECTIONS - tight.										
7	COVERS - in place and secure.										
8	LOAD RATING PLATE - present and readable.										
9	WARNING DECALS & OPERATOR MANUAL - present and readable.										
10	MIRRORS (if equipped) - correctly adjusted and are not damaged.										
11	SEAT BELT/RESTRAINT - accessible and not damaged, oily, or dirty.										
12	ENGINE - runs smooth and quiet, without leaks or sparks from the exhaust.										
13	HORN - operational.										
14	LIGHTS (head, tail, and warning) - work and are aimed correctly.										
15	GAUGES & INSTRUMENTS - work properly.										
16	CONTROL LEVERS - labeled, not loose or binding, freely return to neutral.										
17	STEERING - smooth and responsive, free of excessive play.										
18	BRAKES - work and function smoothly, without grabbing.										
19	BACKUP ALARM (if equipped) - works.										
20	TURN SIGNALS (if equipped) - operational.										
The section below does not apply to electric forklifts. Continue if gas powered forklift.											
21	ENGINE OIL - full and free of leaks.										
22	BRAKE FLUID - full and free of leaks.										
23	HYDRAULIC OIL - full and free of leaks.										
24	RADIATOR - full and free of leaks.										
25	FUEL LEVEL - okay and free of leaks.										
26	LPG CYLINDER (if equipped) - secured and not damaged.										
Initials of person and time inspection conducted:											

If any of the 26 listed items are in need of repair, forklift must be taken out of service until items are corrected.