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| Instructions: Forklift operators will use this checklist to conduct daily pre-use inspections of forklifts. (Pre-use inspections of aerial lifts shall be made in accordance with the manufacturers/owner's manual.) All inspection points on the lists must be checked and the machine deemed safe to drive before putting the forklift into operation on any given day.   * If the forklift passes the daily inspection, the operator should file the checklist and make appropriate entries on the monthly pre-use inspection log. * If an inspection point fails, the machine should be locked and tagged out and the operator should notify a mechanic about the problem. In addition, the operator should file the daily inspection checklist and make appropriate entries on the monthly pre-use inspection log. | | | | | | | |
| SECTION 1 – Inspection Information | | | | | | | |
| Location of Vehicle: | | |  | | | Inspection Date: |  |
| VIN: |  | | | | |  | |
| Person Conducting Inspection: | | | |  | | | |
|  | | | | | | | |
| SECTION 2 – Key-Off Inspection Points | | | | | | | |
| Pass | Fail | Inspection Point | | | Description | | |
|  |  | Overhead Guard | | | Any broken welds, missing bolts, or damaged areas? | | |
|  |  | Hydraulic Cylinders | | | Any leakage or damage on the lift, tilt, hoses, valves/fittings or attachment functions of the cylinders? | | |
|  |  | Mast / Boom Assembly | | | Check the platform for cracked welds, loose hardware, hydraulic leaks, damaged control cables, loose wire connections. Check that guardrails in place and secured. | | |
|  |  | Work Platform / Aerial Lift | | | Check the platform for cracked welds, loose hardware, hydraulic leaks, damaged control cables, loose wire connections. Check that guardrails in place and secured. | | |
|  |  | Lift Chains and Rollers | | | Any excessive wear, damage or kinks, signs of rust, or any sign that lubrication is required? Is there squeaking? Are they cracked or bent, worn, or mismatched? Is there excessive oil or water on the forks? | | |
|  |  | Forks | | | Are the forks in good condition…no cracks or warping? Are the latches in good working order…do they secure the forks tightly? | | |
|  |  | Lines and Hoses | | | Check for wetness on line fittings; wear and cracking on lines; abrasion, cracking and sweating on hoses. | | |
|  |  | Tires | | | Assess overall condition. Any large cuts, pieces of rubber missing or separation from the rim? Any missing lugs? Any other defects? Lugs tight? | | |
|  |  | [Starter] Battery | | | Cell caps and terminal covers in place? Connections tight? Cables frayed or missing insulation? Any cracks or holes? Clogged vent caps? Electrolyte low? | | |
|  |  | Air Filter Indicator | | | If equipped, is it indicating a need for service? | | |
|  |  | Fluid Levels / Condition | | | Visually check the levels and condition of antifreeze, engine oil, power steering fluid and hydraulic fluid. Note: Never remove the radiator cap to check the coolant level when the engine is running or while the engine is hot. Stand to the side and turn your face away. Always use a glove or rag to protect your hand. | | |
|  |  | Seat Belt | | | Does the latch hold and release properly? Check belt for wear and tear. Is it greasy or dirty? | | |
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| SECTION 3 – Key-On Inspection Points | | | | | | | |
| Pass | Fail | Inspection Point | Description | | | | |
|  |  | Gauges | Are they all properly working? (gas gauge, battery charger indicator, hour meter, oil pressure indicator, ammeter indicator, water temperature gauge, fuel gauge) | | | | |
|  |  | Steering | Is there excessive free play? If power steering, is the pump working? | | | | |
|  |  | Brakes | If pedal goes all the way to the floor when you apply the brake that is the first indicator that the brakes are bad. Brakes should work in reverse, also. Does the parking break work? The truck should not be capable of movement when the parking brake is engaged. | | | | |
|  |  | Lights / warning lights | If equipped, test the front, tail and brake lights – do they all work? | | | | |
|  |  | Horn / Backup Alarm | If equipped do they work? | | | | |
|  |  | Load Handling Attachments | Is there hesitation when hoisting or lowering the forks, when using the forward or backward tilt, or the lateral travel on the side shift? Is there excessive oil on the cylinders? | | | | |
|  |  | Propane Cylinder | Is the tank guard bracket properly positioned and locked down? Any damage to the various valves and liquid level gauge damage to the relief valve and to ensure that the valve points are in the direction specified by the manufacturer? Any indication of leakage at the valves or threaded connections. | | | | |
|  |  | Transmission Fluid | Is level okay? | | | | |
|  |  | Windshield Wipers | If equipped, do they work properly? | | | | |
|  |  | Safety Switch | Is it working? | | | | |
|  |  | Hand Guards | Are they in place? (found on stand-up riding tow tractors and walking pallet trucks) | | | | |
|  |  | Tow Hook | Does it engage and release smoothly? Does the safety catch work properly? | | | | |
|  |  | Control Levers | Do the levers operate properly? Freely return to normal or loose/binding? | | | | |
|  |  | Safety Interlock | If the gate is open, does the vehicle run? (found on order pickers) | | | | |
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| SECTION 4 – Comments | | | | | | | |
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| SECTION 5 – Signature | | | | | | | |
|  | | | |  |  |  |  |
| Inspector Name (Print) | | | |  | Inspector Signature |  | Date |