

FORKLIFT PRE-USE INSPECTION CHECKLIST

Name:	Date:
Model:	Serial Number:

Before commencing the shift with your forklift indicate below with a checkmark that all items have been inspected.

	KEY OFF (VISUAL CHECK)	CRITERIA	OK
1	Propane Cylinder	Is the cylinder guard bracket properly positioned and locked down?	
	- Relief Valve	Is it pointing straight-up?	
	- Fuel Level	Is there sufficient fuel to start your shift?	
	- Fuel Hoses and Lines	Is there any hose or fuel line damage?	
	- Fuel Leaks	Is there any propane or gasoline odour? Are there any signs of fuel leak?	
2	Engine Compartment	Check oil level (1) radiator coolant level (2) fan belt (3) air filter (4)	
3	Battery (Electrical Truck Only)	Are the cells and cap terminal covers in place? Are the cables missing insulation? Is the battery gate in place?	
4	Rear Tires/Wheels	Are the tires and wheels in good condition? Check wheel nuts.	
5	Overhead Guard	Are there broken welds, missing bolts or damaged areas?	
6	Front Tires/Wheels (Left)	Are the tires and wheels in good condition? Check wheel nuts.	
7	Tilt (Hydraulic) Cylinders	Is there leakage or damage in the lift, tilt, and attachment?	
8	Carriage	Is it secure?	
9	Forks and Lock Pins (Left)	Are the forks cracked, bent, worn, or mismatched? Is there excessive oil or water on the blades? Do the locking pins engage?	
10	Mast Assembly	Are there broken welds, cracked or bent areas, and worn or missing stops?	
11	Lift Chains, Rollers, and Cylinder	Is there wear, damage, any signs of rust or any sign that lubricant is required? Is there any unusual noise?	
12	Forks and Lock Pins (Right)	Are the forks cracked, bent, worn, or mismatched? Is there excessive oil or water on the blades? Do the locking pins engage?	
13	Front Tires/Wheels (Right)	Are the tires and wheels in good condition? Check wheel nuts.	
14	Hydraulic Fluid Level	Check leaks, check level (if accessible).	
15	Battery Connectors	Are connectors tight? Are cables worn?	
16	Seat and Belt	Does seatbelt lock and unlock (if equipped)?	
17	Fluid Leaks	Are there any signs of fluid leaks on the floor?	
KEY ON (OPERATIONAL CHECK)			
			OK
18	Gauges	Are they all working?	
19	Parking Brakes	Check operation.	
20	Hydraulic Controls	Are controls working correctly? Lifting Control (1) Tilting Control (2), Side Shift Control (3)	
21	Steering	Check operation (is there unusual noise or excessive free-play?).	
22	Service Brakes	Check pedal height and travel, check operation. (Does truck stop in forward and reverse?)	
23	Lights	Are they all working (if equipped)?	
24	Horn/Warning Device, etc.	Horn: is it working? Backup alarm and warning light (if equipped): do they work?	
25	Oil Spots	Is the floor free of any oil spills or leaks?	

Operator Signature:	Supervisor Signature:
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