



## FORKLIFT PRE-SHIFT INSPECTION CHECKLIST

Forklift ID: \_\_\_\_\_

|                              | MONDAY |        | TUESDAY |        | WEDNESDAY |        | THURSDAY |        | FRIDAY |        | SATURDAY |        | SUNDAY |        |
|------------------------------|--------|--------|---------|--------|-----------|--------|----------|--------|--------|--------|----------|--------|--------|--------|
| Date:                        |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| Inspector's Initials:        |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| ITEM INSPECTED               | OK     | Repair | OK      | Repair | OK        | Repair | OK       | Repair | OK     | Repair | OK       | Repair | OK     | Repair |
| Forks, Backrest, Carriage    |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| Mast, Chain, Hydraulic Lines |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| Tires, Axles                 |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| Overhead Guard/ROP           |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| Fuel Tank & Connections      |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| Engine Oil Level             |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| Radiator Water Level (Cold)  |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| Fuel Level                   |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| Leaks under Fork Lift        |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| Seat and Seat belts          |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| Horn and/or Backup alarm     |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| Lights                       |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| Gauges and Instruments       |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| All Brakes                   |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| Hydraulic Controls & Lift    |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| Steering                     |        |        |         |        |           |        |          |        |        |        |          |        |        |        |

1. This checklist must be completed daily and retained for documentation for at least one year.
2. If the forklift is found to be unsafe, the condition must be reported immediately to the supervisor and repaired.
3. No forklift shall be operated with a leak in the fuel system.