

Operator Name:		Date & Time:	
Forklift Asset ID:		Shift / Dept:	
Make & Model:		Hour Meter:	
Power Type:	☐ Electric ☐ LPG ☐ Diesel	Supervisor:	

Instructions: Perform this inspection before starting each shift. Check each item listed. Mark **OK** if condition is satisfactory, or **FAIL** if an issue is identified. Report any failures to management immediately.

1. VISUAL & PRE-START INSPECTION (ENGINE OFF)

Inspection Item	OK	FAIL	Notes / Details of Defect
Tires, Wheels & Lugs Check for excessive wear, cracks, chunks missing, or embedded debris. Ensure lugs are tight.	☐	☐	
Forks, Mast & Carriage Check for bent or worn forks, cracks, missing locking pins, and chain tension uniformity.	☐	☐	
Hydraulic Hoses & Cylinders Inspect for visible fluid leaks, cracks, rubbing, or loose fittings.	☐	☐	
Fluid Levels (Oil, Hydraulic, Coolant, Brake) Verify levels are within acceptable operating marks. Check under unit for pooling leaks.	☐	☐	
Battery or LPG Cylinder / Fuel System Electric: Clean connections, adequate water. LPG: Tank secure, no odors, hoses intact.	☐	☐	
Overhead Guard & Load Backrest Check for structural damage, cracks, missing bolts, or permanent bends.	☐	☐	
Safety Decals & Capacity Plate Ensure warnings and load capacity plates are present, legible, and match attachment parameters.	☐	☐	
Operator Compartment & Manuals Clear of trash/debris. Operator manual present in the designated storage container.	☐	☐	

2. OPERATIONAL INSPECTION (ENGINE / MOTOR RUNNING)

Inspection Item	OK	FAIL	Notes / Details of Defect
Seat Belt & Restraints Locks securely, retracts properly, fabric is free of frays or damage.	☐	☐	
Horn, Lights & Backup Alarm Ensure the horn is loud, headlights/strobes work, and the reverse alarm sounds immediately.	☐	☐	

Inspection Item	OK	FAIL	Notes / Details of Defect
Steering Responsiveness Smooth operation from lock to lock without excessive play, grinding, or hesitation.	☐	☐	
Service Brakes & Parking Brake Unit holds firmly on an incline when parking brake is set. Service brakes stop unit smoothly.	☐	☐	
Hydraulic Controls (Lift, Tilt, Side-Shift) Controls function smoothly through full ranges without binding, jerking, or strange noises.	☐	☐	
Gauges & Instrument Panel Displays All display components, warning indicators, and battery indicators operate normally.	☐	☐	


CRITICAL SAFETY NOTICE (OSHA 1910.178(q)(7)): If the forklift is found to be in need of repair, defective, or in any way unsafe, the matter shall be reported immediately to the user's supervisor, and the truck shall be **TAKEN OUT OF SERVICE** until it has been restored to safe operating condition. Lockout/Tagout protocols must be enforced.

Operator Signature	Supervisor Signature / Review Date
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