

POWERED INDUSTRIAL TRUCK FORKLIFT DAILY CHECKLIST

Company Name: _____ Week Ending Date: _____

Employee Name: _____ Department: _____

Model: _____ Serial Number: _____

Instructions: Use this checklist to record general forklift condition prior to daily operation.

DAILY CHECKLIST							
VISUAL INSPECTION - KEY OFF	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Forks / Mast / Carriage / Backrest (Locking pins, secure, no cracks or excessive wear)							
Wheels / Tires (No gouges, chunking or damage, lug nuts secured, adequate tread)							
Battery / Fluid Levels (Good battery connections, radiator, fuel, engine and hydraulic oil – check dipsticks)							
Fluid Leaks (all types)							
Guards / Covers / Decals (secure, legible)							
Capacity Plate (clean, legible)							
Lift / Lower System (no damage to hydraulic hoses & connections, chains, no leaks)							
Overhead Guard (no damage)							
Battery – Electric Powered (Fully charged, properly installed, plug connection, Emergency disconnect functions properly, cover secured)							
Propane Tank (connections, no leaks)							
Fire Extinguisher - if applicable (charged)							
VISUAL INSPECTION - KEY ON	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Seatbelt (operational)							
Horn (operational)							
Lighting System (operational – if applicable)							
Hydraulic Controls: Lift / Tilt / Side shift / Reach (operates freely & returns to off, fully extended)							
Brakes: Handbrake & Footbrake (operates smoothly, stops)							
Accelerator Pedal (properly controls speed)							
Steering (smooth, no excess play or binding)							
Transmission: Neutral / Forward / Reverse							
Instrument Readings – if applicable							
INSPECTOR'S INITIALS							

COMMENTS / REPAIRS:
