

Forklift Inspection Checklist

A daily pre-operation inspection checklist for forklifts.

Visual checks (engine off)

- ☐ Check for fluid leaks or puddles under the forklift.
- ☐ Inspect forks for cracks, bends, wear and a sound heel.
- ☐ Verify the load backrest and carriage are secure and undamaged.
- ☐ Check the mast, chains and rollers for wear and proper lubrication.
- ☐ Inspect hoses and hydraulic cylinders for leaks or damage.
- ☐ Confirm overhead guard is intact and free of damage.

Tires and wheels

- ☐ Inspect tires for cuts, chunking and excessive wear.
- ☐ Check pneumatic tire pressure against the rating.
- ☐ Verify wheel nuts and lugs are present and tight.
- ☐ Confirm no debris is wrapped around the axles.
- ☐ Check that tires are the correct type for the surface.
- ☐ Inspect rims for cracks or damage.

Fluids and power

- ☐ Check engine oil, coolant and hydraulic fluid levels.
- ☐ Verify fuel or LPG level and inspect for leaks.
- ☐ On electric trucks, check battery charge, water and connections.
- ☐ Confirm the LPG cylinder is secure and the hose is sound.
- ☐ Inspect belts and the air filter where fitted.
- ☐ Check the radiator and cooling fins are clear.

Operational checks (engine on)

- ☐ Test service and parking brakes for firm, even response.
- ☐ Check steering operates smoothly with no excess play.
- ☐ Raise, lower and tilt the mast to confirm smooth hydraulics.
- ☐ Verify the forks hold position with no hydraulic drift.
- ☐ Check gauges and warning lights read normally.
- ☐ Listen for abnormal engine or hydraulic noise.

Safety devices

- ☐ Test the horn for clear, audible operation.
- ☐ Confirm lights, beacon and backup alarm work.
- ☐ Check the seatbelt latches and retracts.
OSHA requires seatbelt use where the truck is equipped with one.
- ☐ Verify mirrors and visibility are clear and adjusted.
- ☐ Confirm the data plate is legible and capacity is known.
- ☐ Check the fire extinguisher where one is mounted.

Documentation

- ☐ Record the truck number, hours and inspection date.
- ☐ Confirm the operator is trained and certified for this truck.
- ☐ Note any defects clearly with severity.
- ☐ Tag out and remove from service any truck that fails.
- ☐ Report defects to a supervisor or maintenance.
- ☐ Sign, date and file the completed daily inspection.