Forklift Inspection Checklist

Complete before each shift. Tag the truck out of service if any check fails.

Inspected by _____ Date _____

Unit / ID _____ Location _____

Visual checks (engine off)	OK	DEFECT	N/A
Check for fluid leaks or puddles under the forklift.	☐	☐	☐
Inspect forks for cracks, bends, wear and a sound heel. Look closely at the heel and tips; surface cracks or thinning blade thickness indicate dangerous failure risks.	☐	☐	☐
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	OK	DEFECT	N/A
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	OK	DEFECT	N/A
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. Wear safety goggles and gloves when checking battery fluid; verify vent caps and cables are tight.	☐	☐	☐
Confirm the LPG cylinder is secure and the hose is sound. Ensure locating pins align with the tank collar and check the rubber vapor hose for cracking or gas odor.	☐	☐	☐
Inspect belts and the air filter where fitted.	☐	☐	☐
Check the radiator and cooling fins are clear.	☐	☐	☐

Operational checks (engine on)	OK	DEFECT	N/A
Test service and parking brakes for firm, even response. Test the brake pedal feel; it should stop the machine smoothly within a safe distance without spongy travel.	☐	☐	☐
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. Raise the mast slightly and watch for downward movement or tilt drift that points to leaking internal seals.	☐	☐	☐
Check gauges and warning lights read normally.	☐	☐	☐
Listen for abnormal engine or hydraulic noise.	☐	☐	☐

Safety devices	OK	DEFECT	N/A
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. Verify the capacity plate matches any fitted attachments, as attachments lower maximum load limits.	☐	☐	☐
Check the fire extinguisher where one is mounted.	☐	☐	☐
Confirm the operator is trained and certified for this truck.	☐	☐	☐

Notes / defects found

Operator sign-off

Hour meter reading: _____

Result (Pass / Fail): _____

Defects reported to (supervisor): _____

Signature: _____