

DAILY FORKLIFT PRE-USE INSPECTION CHECKLIST

Free facility resource • Use with your employer procedures and the manufacturer's instructions.

DATE	SHIFT	LOCATION	UNIT / ASSET #	HOUR METER
MAKE / MODEL	SERIAL #	OPERATOR		

KEY OFF / PRE-START VISUAL CHECK

Forks / attachment - visible damage, cracks, locking pins	☐	☐	☐	
Mast / carriage / chains / rollers - visible condition	☐	☐	☐	
Hydraulic hoses, cylinders and fittings - leaks or damage	☐	☐	☐	
Tires / wheels - damage, wear, embedded objects, lug condition	☐	☐	☐	
Overhead guard, load backrest and operator compartment	☐	☐	☐	
LP tank / fuel system OR battery / connector - secure, no obvious damage	☐	☐	☐	
Fluid leaks under truck - fuel, oil, coolant, hydraulic fluid	☐	☐	☐	
Data plate, warning labels and operator restraint / seat belt	☐	☐	☐	

ENGINE / POWER ON OPERATIONAL CHECK

Horn and warning devices	☐	☐	☐	
Service brake and parking brake	☐	☐	☐	
Steering	☐	☐	☐	
Forward / reverse and accelerator / inching control (if equipped)	☐	☐	☐	
Lift / lower / tilt controls	☐	☐	☐	
Attachment controls (if equipped)	☐	☐	☐	
Lights / alarms / indicators (if equipped)	☐	☐	☐	
Unusual noise, vibration, odor, overheating or warning indication	☐	☐	☐	

DISPOSITION ☐ SAFE FOR SERVICE ☐ REMOVE FROM SERVICE / REPORT DEFECT Initials: _____

If a condition may adversely affect safe operation, do not place the truck in service.

OSHA 29 CFR 1910.178(q)(7) requires examination before service at least daily, and after each shift for round-the-clock use.