Worksite: _____ Instructor: _____ Date/Time: _____

TOPIC C902: FORKLIFT DAILY INSPECTION CHECKLIST

Introduction: Inspect forklifts prior to use daily and after each shift when used around the clock. As an operator, you are responsible for reporting any unsafe defects immediately, and not using that forklift until corrected. Look for worn tires/ damaged rims, the engine is running well, loose/defective counterweights, evidence of fluid/hydraulic leaks, cracks/defects in mast structure, that the data plate isn't missing or illegible.

Daily Inspection Checklist for Powered Industrial Trucks

KEY OFF Procedures

- ☐ Overhead guard
- ☐ Hydraulic cylinders
- ☐ Mast assembly
- ☐ Lift chains and rollers
- ☐ Forks
- ☐ Tires
- ☐ Gas gauge
- ☐ Check the engine oil level
- ☐ Examine the battery
- ☐ Inspect the hydraulic fluid level
- ☐ Check the engine coolant level
- ☐ Counterweights
- ☐ Data Plate

KEY ON Procedures

- ☐ Front, tail, and brake lights
- ☐ Fuel gauge (if diesel)
- ☐ Windshield wiper
- ☐ Heater

ENGINE RUNNING Procedures

Gauges

- ☐ Oil pressure indicator lamp
- ☐ Ammeter indicator lamp
- ☐ Ammeter
- ☐ Hour Meter
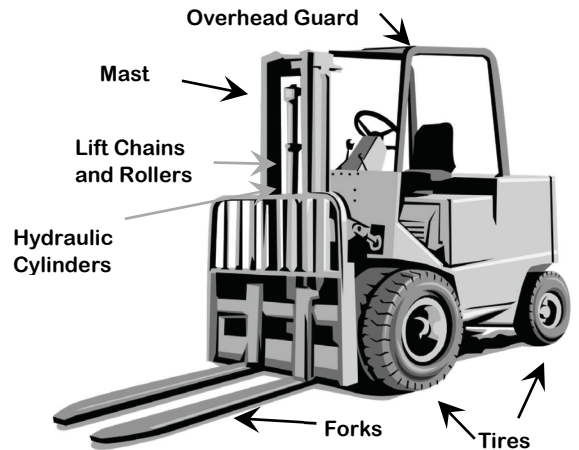- ☐ Water Temperature Gauge

Standard Equipment

- ☐ Steering
- ☐ Brakes
- ☐ Horn
- ☐ Safety seat (if equipped)
- ☐ Check the operation of load-handling attachments
- ☐ Check the transmission fluid level

General - Duty Forklift

Yard Forklift

Conclusion: Refer to the inspection checklist to ensure you have checked every forklift component that could cause injury if it malfunctions. Operators must be correctly trained and certified that they are able to handle a forklift and know when a component is in good working order or it unsafe.

Employee Attendance: (Names or signatures of personnel who are attending this meeting)

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

These guidelines do not supersede local, state or federal regulations, and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.