

Inspect each item listed below before the start of each shift. Select the corresponding column for 'Pass' if there is no visible problem and select 'Fail' if you detect a problem during your visual inspection. Document and explain the corrective action needed in the column next to the corresponding checklist item on the form.

<b>Operator Name:</b>	
<b>Department:</b>	<b>Forklift Number:</b>
<b>Hour Meter Reading:</b>	<b>Date:</b>

VISUAL INSPECTION	PASS	FAIL	CORRECTIVE ACTION NEEDED
Forks and mast are not worn, bent, cracked or damaged.			
Load back rest in place and not bent, cracked, loose or damaged.			
Overhead guard in place and not bent, cracked, or loose.			
Attachments operating correctly and are not damaged.			
Attachment Control – Operating correctly.			
Body of forklift is free of excessive grease, oil, mud or grime.			
Engine oil level is full and free of leaks.			
Hydraulic fluid level is full and free of leaks.			
Radiator coolant level is full and free of leaks.			
Propane fuel level is adequate and free of leaks.			
Tires adequately inflated and free of excessive wear or damage. Wheel nuts are tight.			
Battery connections are secure, not loose.			
Data plate is attached, and information is readable.			
Operators' manual is on forklift and accessible.			
Forklift manufacturer warning labels are readable.			
Seat belt is accessible and functioning smoothly.			
Engine runs smoothly, without leaks or sparks from the exhaust.			
Horn functioning correctly.			
Backup alarm (if installed) is functioning correctly.			
Turn signal (if installed) is functioning smoothly.			
All headlights, taillights and warning lights functioning and aimed correctly.			
Gauges and instruments are functioning correctly.			

VISUAL INSPECTION	PASS	FAIL	CORRECTIVE ACTION NEEDED
Lift and lowering control functions smoothly without excess drift.			
Drive Control – Forward/Reverse – Functioning Smoothly			
Tilt control functions smoothly without excessive drift or noise.			
Control levers labeled, functioning smoothly and freely return to neutral.			
Steering is responsive, functioning smoothly, free of excessive play.			
Accelerator or Direction Control Pedal – Functioning Smoothly			
Brakes functioning smoothly without grabbing and no fluid leaks.			
Parking brake functioning correctly and will hold forklift on an incline.			
Propane Tank (LP Gas Truck) – Rust Corrosion, Damage.			
Seat is in good condition without major tears or pieces missing.			
Motor functions smoothly, without sudden acceleration.			