Forklift Inspection Checklist

Prior to the use of a forklift the following inspection items are to be checked to insure that the forklift is in good working order and that operation of the forklift will not endanger the operator or workers in the area of the forklift's operation. The following inspection needs to be completed only once per day.

Forklift – Make & Model	Location

An explanation of the inspection items listed below and the inspection procedures can be found on the back of this form. O = OK X = Unsatisfactory When an item is marked with an "X" fill out the back of this form to indicate the malfunction and the corrective action. All items must be marked with an "O" before using the forklift.

Date	1. Damage (structural/mechanical)	2. Wheels	3. Engine Fluid Levels	4. Hydraulic System	5. Leaks	6. Forks & Carriage	7. Seatbelt	8. Hydraulic Controls	9. Warning Lights	10. Horn	11. Emergency Brake	12. Steering	13. Brakes	14. Backup Alarm	Initials

Forklift Inspection Checklist Instructions

If a checklist item does not meet the criteria described below, the user should contact their supervisor to determine a corrective course of action. <u>Do not use the forklift until all checklist items are listed as "OK" per the instructions below</u>. Follow the instructions below for each of the Forklift Inspection Checklist Items:

- 1. Damage Inspect the forklift for damage to the structural and mechanical aspects of the equipment. Look for cracks in the frame or in the lift mechanism. Any damage that jeopardizes the workability of the equipment or its ability to carry a load should be noted.
- 2. Wheels Inspect the tires. Are they in good condition and are the pneumatic tires inflated properly?
- 3. Engine Fluid Levels Check the fuel levels (propane or gas) to insure there is an adequate amount to perform the intended work. Check the engine oil to insure it is at the proper level.
- 4. Hydraulic System Inspect the hydraulic system for leaks. Check the condition of the reservoir and hoses. Is the reservoir adequately filled and are there any cracks or damage to the hoses?
- 5. Leaks Survey the entire forklift, and the area in which it is parked, for any other fluid leaks.
- 6. Forks and Carriage Are the forks and carriage in good condition? Both the forks and carriage should be structurally intact and not bent. Test the fork locking mechanism to insure that it works properly and does not allow the fork to move on the carriage. Before any lifting, check the placement of the forks to insure they are properly positioned and locked in to place on the carriage.

Turn the forklift on to test the remainder of the checklist items:

- 7. Seatbelt Don seatbelt to ensure it's functionality.
- 8. Hydraulic Controls Test the controls for manipulating the forklift. Move the forklift in all directions looking for smooth operation and listening for unusual sounds indicating worn or broken parts.
- 9. Warning Lights Turn on the warning lights to insure they are working properly.
- 10. Horn Test the horn to insure that it works.
- 11. Emergency Brake With the emergency brake on, slowly begin moving the forklift forward and then backward to test the emergency brake. The emergency brake should not allow the forklift to move forward or backward. Caution -- Do not engage a lot of power to move the forklift forward or backward. This may damage the emergency brake.
- 12. Steering Turn the steering wheel all the way to the left and then back all the way to the right. Does the steering perform adequately?
- 13. Brakes Move the forklift forward and apply the brakes. Move the forklift backward and apply the brakes. Do the brakes perform adequately in both the forward and backward movement?
- 14. Backup Alarm Move the forklift in a backward direction. Does the backup alarm make a loud sound to indicate to anyone in the proximity of the equipment that it is moving in a backward direction?

If any item above is deemed unsatisfactory, fill out the following form:

Date	Checklist Item #	Description of Unsatisfactory Condition	Date Corrected	Corrected by (Initials)	