

Daily Forklift Pre-Operation Inspection

OSHACompliance.net
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Requirement

Notes / Action Required

OPERATOR & EQUIPMENT INFORMATION

- Operator name: _____
- Truck ID / Unit #: _____
- Date: _____ Shift: _____
- Hour meter reading: _____

FLUID LEVELS (Engine off, on level surface)

- Engine oil level — within acceptable range
- Coolant level — within acceptable range (do not open hot radiator)
- Hydraulic fluid level — within acceptable range
- Fuel level adequate for shift (gas/LP/diesel) *LPG: check tank and connections*
- Battery water level (electric lift) — check and fill if needed *Electric models only*
- No visible fluid leaks under or around truck

TIRES AND WHEELS

- Tires in good condition — no cuts, chunks, or excessive wear
- Tire pressure adequate (pneumatic tires) *Check manufacturer spec*
- Lug nuts tight — no missing hardware
- No damage to rims or wheels

FORKS, MAST, AND ATTACHMENTS

- Forks straight — no bends, cracks, or damage
- Fork heel not worn below 90% of original thickness
- Forks lock into carriage properly — no excessive play
- Mast chains properly lubricated and equal tension
- Mast rollers in good condition — no cracks or wear
- Backrest extension in place and undamaged
- Any attachments secured and in good working condition

LIGHTS, HORN, AND SAFETY DEVICES

- Headlights functional (if equipped)
- Warning lights / strobe functional (if equipped)
- Horn functional — test at start of shift
- Backup alarm functional (if equipped)
- Seatbelt functional and not frayed
- Overhead guard in place and undamaged

CONTROLS AND BRAKES

- Steering — smooth, no excessive play or binding
- Service brakes — stop truck smoothly and hold
- Parking brake — holds truck on grade
- Inching/clutch pedal (if equipped) — functions normally
- Lift, tilt, and attachment controls — operate smoothly
- Hydraulic hoses — no cracks, chafing, or leaks

INSPECTION RESULT

- All items above inspected and in satisfactory condition: YES / NO *Circle one*
- If NO — items out of service noted below and supervisor notified:
- Issue description: _____
- Truck taken out of service until repaired: YES / NO
- Operator signature: _____ Date: _____
- Supervisor notified (if defects found): _____

