

## Electric Forklift: Pre-Operation Inspection

As a forklift operator, pre-operation inspections should be part of your daily routine. Pre-Operation inspections help to increase the longevity of your forklift and decrease accidents due to component failure. Check each item prior to the day's initial use of the forklift. Put a check mark in the box if the item is OK. Put an 'X' in the box if the item is deficient. Explain any deficiencies on the back side of this form report them to a supervisor or responsible person.

**Do not use an unsafe forklift! Your safety is at risk.**

Forklift Make:	Model:	Serial #:
----------------	--------	-----------

### Checks: Engine Off

Initials / Date:

		/	/	/	/	/
1	<b>Leaks</b> – no visible oil.					
2	<b>Tires</b> are inflated, free of excessive wear/damage. Nuts are tight.					
3	<b>Overhead guard</b> in place, not bent, cracked, or loose.					
4	<b>Forks and mast</b> not bent, worn, or cracked. Upper limit stops OK.					
5	<b>Load back rest extension</b> is in place, not bent, cracked, or loose.					
6	<b>Lights</b> (head, tail & warning) appear to be free of damage.					
7	<b>Hydraulic fluid</b> is at the appropriate level.					
8	<b>Brake fluid</b> is at the appropriate level					
9	<b>Load rating plate</b> is present and readable.					
10	<b>Warning decals</b> and operator's manual are present and readable.					
11	<b>Controls</b> plainly marked, indicate the direction of travel or motion.					
12	<b>Seat belt or restraint</b> functions properly and is not damaged.					

### Checks: Engine On – Unusual Noises Must Be Investigated Immediately

15	<b>No abnormal</b> noises, vibrations, etc.					
16	<b>Horn</b> works.					
17	<b>Turn signal</b> (if equipped) operates smoothly.					
18	<b>Lights</b> (head, tail and warning) work and are aimed correctly.					
19	<b>Battery indicator lamp</b> , gauges, and instruments are working.					
20	<b>Lift, lower, &amp; tilt</b> operate smoothly, no excessive drift or "chatter."					
21	<b>Drive Control</b> (forward/reverse) operates smoothly.					
22	<b>Backup alarm</b> (if equipped) works.					
24	<b>Accelerator</b> (or Direction Control Pedal) operates smoothly.					
25	<b>Steering</b> operates smoothly and responsive, free of excessive play.					

### Charger Inspection

26	<b>On-forklift charger</b> works properly					
27	<b>Off-forklift charger</b> works properly					

