

## 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.

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Forklift Make:		Model:			Serial #:			
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Che	cks: Engine Off	Initials / Date:	/	/	/	/	/	
1	Leaks – no visible oil.							
2	Tires are inflated, free of excessive wear/dama	ge. Nuts are tight.						
3	Overhead guard in place, not bent, cracked, or	loose.						
4	Forks and mast not bent, worn, or cracked. Up	oper limit stops OK.						
5	Load back rest extension is in place, not bent,	cracked, or loose.						
6	Lights (head, tail & warning) appear to be free	of damage.						
7	Hydraulic fluid is at the appropriate level.							
8	Brake fluid is at the appropriate level							
9	Load rating plate is present and readable.							
10	Warning decals and operator's manual are pre	sent and readable.						
11	Controls plainly marked, indicate the direction	of travel or motion.						
12	Seat belt or restraint functions properly and is	not damaged.						
Che	Checks: Engine On – Unusual Noises Must Be Investigated Immediately							
15	No abnormal noises, vibrations, etc.							
16	Horn works.							
17	Turn signal (if equipped) operates smoothly.							
18	Lights (head, tail and warning) work and are air	med correctly.						
19	Battery indicator lamp, gauges, and instrumen	ts are working.						
20	Lift, lower, & tilt operate smoothly, no excession	ve drift or "chatter."						
21	Drive Control (forward/reverse) operates smoo	othly.						
22	Backup alarm (if equipped) works.							
24	Accelerator (or Direction Control Pedal) operat	es smoothly.						
25	Steering operates smoothly and responsive, fre	ee of excessive play.						
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Charger Inspection								
26	On-forklift charger works properly							
27	Off-forklift charger works properly							
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## **Deficiency Explanations**

Indicate below which line item from the inspection checklist you are referencing. Provide a brief description of the problem. Remove the forklift from service as necessary, tag with an appropriate notice, and date when the service removal was initiated. Once the deficiency has been corrected, place forklift back in service and document the date.

**Important Note:** Not all deficiencies will require the forklift's removal from service. For example, if a tire is low you should place an 'X' in row 2. Then, explain below that you refilled the tire. Often, there is a real benefit in maintaining a record of these minor repairs. Such as in this case, a trend could reveal the tire suffers from a slow leak.

Item#	Explanation	Date Tagged: "Out of Service"	Date Repaired: "Back in Service"