

Internal Combustion 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 #:
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Checks: Engine Off

Initials / Date:

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1	Leaks – no visible coolant or oil.					
2	Tires are inflated, free of excessive wear/damage. Nuts are tight.					
3	Overhead guard in place, not bent, cracked, or loose.					
4	Forks and mast not bent, worn, or cracked. Upper 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	Battery connections are tight.					
10	Covers over battery and other hazardous parts in place and secure.					
11	Load rating plate is present and readable.					
12	Warning decals and operator's manual are present and readable.					
13	Controls plainly marked, indicate the direction of travel or motion.					
14	Seat belt or restraint functions properly and is not damaged.					

Checks: Engine On – Unusual Noises Must Be Investigated Immediately

15	Engine runs smooth and quiet, no leaks or sparks from the exhaust.					
16	No abnormal noise, vibration, emission color or emission smell					
17	Horn works.					
18	Turn signal (if equipped) operates smoothly.					
19	Lights (head, tail and warning) work and are aimed correctly.					
20	Gauges and instruments are working.					
21	Lift, lower, & tilt operate smoothly, no excessive drift or "chatter."					
22	Drive Control (forward/reverse) operates smoothly.					
24	Backup alarm (if equipped) works.					
25	Accelerator (or Direction Control Pedal) operates smoothly.					
26	Steering operates smoothly and responsive, free of excessive play.					
27	Brake and clutch operates smoothly without grabbing					
28	Parking Brake operates properly.					

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"