Forklift daily inspection checklist

01 Truck and shift

Truck number

Date

Power (electric, LP, gas or diesel)

Shift

Hour meter

Operator (printed name)

02 Key off: the walk-around

12 checks

CHECK	OK	FAIL	NOTE
Floor under the truck	☐	☐	
Forks	☐	☐	
Mast and carriage	☐	☐	
Lift chains	☐	☐	
Hydraulic hoses and cylinders	☐	☐	
Tires and wheels	☐	☐	
Overhead guard, load backrest and finger guards	☐	☐	
Capacity plate and decals	☐	☐	
Operator's compartment	☐	☐	
Seat belt or operator restraint	☐	☐	
Mirrors and lights	☐	☐	
Operator's manual	☐	☐	

03 Electric trucks: battery, connector, charge

6 checks

CHECK	OK	FAIL	NOTE
Battery restraint	☐	☐	
Battery case and terminals	☐	☐	
Electrolyte level (flooded batteries)	☐	☐	
Cables and connector	☐	☐	
Battery cover and hood latch	☐	☐	
Charge (battery discharge indicator, key on)	☐	☐	

04 LP, gas and diesel trucks

6 checks

CHECK	OK	FAIL	NOTE
LP tank mounting	☐	☐	
LP tank and relief valve	☐	☐	
LP hose and coupling	☐	☐	
Engine oil, coolant, transmission and brake fluid	☐	☐	
Belts, hoses, radiator and air cleaner	☐	☐	
Fuel system	☐	☐	

05 Key on: the operational check

13 checks

CHECK	OK	FAIL	NOTE
Gauges and warning lights	☐	☐	
Horn	☐	☐	
Lights, back-up alarm, strobe (where fitted)	☐	☐	
Steering	☐	☐	
Service brake	☐	☐	
Parking brake	☐	☐	
Accelerator and inching pedal	☐	☐	
Forward and reverse	☐	☐	
Hoist and lower	☐	☐	
Tilt	☐	☐	
Attachment (side shift, clamp, positioner)	☐	☐	
Noise, smell and heat	☐	☐	
Exhaust (engine trucks)	☐	☐	

> A truck with a condition that affects safe operation is not placed in service (OSHA 29 CFR 1910.178(q)(7)). Tag it and report it.

06 Defects and sign-off

Defects found, or no defects

Truck taken out of service and tagged (yes or no)

Reported to, and work order number

Operator signature