Forklift Daily Inspection Form

Forklift Make:	Model:						ID #:	
Day Date	Ope	Operator's Name						Operator's Signature
Monday								
Tuesday								
Wednesday	ĺ							
Thursday	ĺ							
Friday								1
Saturday								
Sunday								
Prior to operating this forklift, the daily checklist	mus	t be	com	plete	ed b	y a li	cense	d and qualified operator.
Check the items listed below and mark each bo				•		•		
or condition of item. For all items marked with '				•				• • • • • • • • • • • • • • • • • • • •
S = Satisfactory (in safe working condition)	R=	Rep	air/F	Repla	ace (use	"rema	rks" to describe discrepancy)
Item	Мо	Tu	We	Th	Fr	Sa	Su	Remarks
Engine: Fluid level								
Belts and pulley tension								
Engine Compartment free of debris								
Hydraulic lines (leaks/condition)								
Hoses (condition)								
Loose wires/electrical connections								
Body: Structural damage								
Wheels (wear/tread/damage)								
Counterweight (free of debris/equip)								
Roll Over Protection cage (damage)								
Mast and Forks (hydraulics/pins/loose bolts)								
Operator's Compt.: Free of trash/debris								
All equipment, materials, and slings are								
properly stored and secured								
Operator's Manual stored in cab								
Warning stickers/weight capacities posted								
Operator controls (return to neutral position)								
Seat belt								
Mirrors								
Horn								
Lights								
Back-up alarm								
Fire extinguisher								
Gauges and instruments (Operation/damage)								
Parking break (set and operational)								
Operation: operator is licensed/certified								
Steering								
Forks (full extension up/down)								
Side shift (full right and full left extension)	<u> </u>							
Tilt (up and down)	<u> </u>							
Accelerator/Break pedal (operation)	<u> </u>							
Forklift is street ready: reflective triangle								