

Operator's Daily Checklist: Gas or LPG Forklift

Check each item before the shift starts. Put a check in the box if the item is OK. Explain any unchecked items at the bottom and report them to a supervisor. Do not use an unsafe forklift! Your safety is at risk.

Forklift Serial Number: _____

Operator: _____

Hour Meter Reading: _____

Date: _____

✓	Visual Check
	Tires are inflated and free of excessive wear or damage. Nuts are tight.
	Forks and mast are not bent, worn, or cracked.
	Load back rest extension is in place and not bent, cracked, or loose.
	Overhead guard is in place and not bent, cracked, or loose.
	Attachments (if equipped) operate OK and are not damaged.
	Forklift body is free of excessive lint, grease, or oil.
	Engine oil is full and free of leaks.
	Hydraulic oil is full and free of leaks.
	Radiator is full and free of leaks.
	Fuel level is OK and free of leaks.
	Battery connections are tight.
	Covers over battery and other hazardous parts are in place and secure.
	Load rating plate is present and readable.
	Warning decals and operators' manual are present and readable.
	Seat belt or restraint is accessible and not damaged, oily, or dirty.
	Engine runs smooth and quiet without leaks or sparks from the exhaust.
	Horn works.
	Turn signal (if equipped) operates smoothly.
	Lights (head, tail, and warning) work and are aimed correctly.
	Gauges and instruments are working.
	Lift and lower operates smoothly without excess drift.
	Tilt operates smoothly without excessive drift or "chatter".
	Control levers are labeled, not loose or binding and freely return to neutral.
	Steering is smooth and responsive, free of excessive play.
	Brakes work and function smoothly without grabbing. No fluid leaks.
	Parking brake will hold the forklift on an incline.
	Backup alarm (if equipped) works.

Operator's Daily Checklist: Electric Forklift

Check each item before the shift starts. Put a check in the box if the item is OK. Explain any unchecked items at the bottom and report them to a supervisor. Do not use an unsafe forklift! Your safety is at risk.

Forklift Serial Number: _____

Operator: _____

Hour Meter Reading: _____

Date: _____

✓	Visual Check
	Tires are inflated and free of excessive wear or damage. Nuts are tight.
	Forks and mast are not bent, worn, or cracked.
	Load back rest extension is in place and not bent, cracked, or loose.
	Overhead guard is in place and not bent, cracked, or loose.
	Attachments (if equipped) operate OK and are not damaged.
	Forklift body is free of excessive lint, grease, or oil.
	Hydraulic oil is full and free of leaks.
	Battery connections are tight.
	Covers over battery and other hazardous parts are in place and secure.
	Load rating plate is present and readable.
	Warning decals and operators' manual are present and readable.
	Seat belt or restraint is accessible and not damaged, oily, or dirty.
	Motor runs smooth without sudden acceleration.
	Horn works.
	Turn signal (if equipped) operates smoothly.
	Lights (head, tail, and warning) work and are aimed correctly.
	Gauges and instruments are working.
	Lift and lower operates smoothly without excess drift.
	Tilt operates smoothly without excessive drift or "chatter".
	Control levers are labeled, not loose or binding and freely return to neutral.
	Battery charge level is OK while holding full forward tilt.
	Steering is smooth and responsive, free of excessive play.
	Brakes work and function smoothly without grabbing. No fluid leaks.
	Parking brake will hold the forklift on an incline.
	Backup alarm (if equipped) works.