

FORKLIFT PRE-SHIFT INSPECTION CHECKLIST

Forklift Operator - **Perform pre-shift inspection at the Start of Every Shift/Task.**

Note general vehicle condition. Clear away all collected debris. Check for mechanical damage and loose or leaking components.

Before starting engine check the following:

| Visual Inspection | Status | | Remarks |
|---|--------|----------------|-----------|
| | OK | Service Needed | |
| Walk around inspection (warning decals, capacity plate, etc.) | _____ | _____ | _____ |
| Forks/locking pins, Carriage, Mast | _____ | _____ | _____ |
| Wheels, Tires & Lug Nuts (condition/pressure) | _____ | _____ | _____ |
| Engine (check oil level and for leaks) | _____ | _____ | add _____ |
| Transmission (check oil level and for leaks) | _____ | _____ | add _____ |
| Engine Belts (check for adjustment/wear) | _____ | _____ | _____ |
| Air cleaner | _____ | _____ | _____ |
| Radiator (check coolant level) | _____ | _____ | add _____ |
| Hydraulic Tank (check oil level & for leaks) | _____ | _____ | add _____ |
| Fuel Tank (secure, valve open & fuel level) | _____ | _____ | add _____ |
| Overhead Guard (no damage) | _____ | _____ | _____ |
| Seat Belt | _____ | _____ | _____ |
| Other (loose, damaged or missing parts) | _____ | _____ | _____ |

After starting engine check the following:

| Operational Inspection | Status | | Remarks |
|--|--------|----------------|---------|
| | OK | Service Needed | |
| Engine (does it sound normal) | _____ | _____ | _____ |
| Instruments (check for normal readings) | _____ | _____ | _____ |
| Exhaust system (check for leaks & excessive smoke) | _____ | _____ | _____ |
| Wipers, Lights & Signals | _____ | _____ | _____ |
| Horn & Back Up Alarm | _____ | _____ | _____ |
| All Hydraulic controls (Lift, Tilt, side shift) | _____ | _____ | _____ |
| Transmission & Clutch (direction & speed range) | _____ | _____ | _____ |
| Brakes | _____ | _____ | _____ |
| Steering | _____ | _____ | _____ |

Note anything abnormal or in need of repair: _____

Operator _____

Date _____

Vehicle # _____

Hour Meter Reading _____