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| **Daily Electric Forklift Pre-Shift Operation Inspection Checklist** | | | | | | | | | | | | | | | |
| Unit Number: |  | | | | | | | | | | | | | | |
| Forklift Make: |  | | | | | | | | | | | | | | |
| Forklift Model: |  | | | | | | | | | | | | | | |
| Forklift Serial Number: |  | | | | | | | | | | | | | | |
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| *Before starting each shift, check the inspection items listed below. Refer to your equipment operator's manual for any additional pre-operation checks. If an issue is found to be unsatisfactory, note it and notify your supervisor.*  *DO NOT operate the forklift if any issues are found. They must be corrected before operation begins.* | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Day of Week: | | Monday | | Tuesday | | Wednesday | | Thursday | | Friday | | Saturday | | Sunday | |
| Date: | |  | |  | |  | |  | |  | |  | |  | |
| Hour Meter: | |  | |  | |  | |  | |  | |  | |  | |
| Operator: | |  | |  | |  | |  | |  | |  | |  | |
| Supervisor's OK: | |  | |  | |  | |  | |  | |  | |  | |
| Vehicle Inspection | | Pass | Repair | Pass | Repair | Pass | Repair | Pass | Repair | Pass | Repair | Pass | Repair | Pass | Repair |
| Have all previously noted problems been fixed? | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| KEY OFF Procedures | | | | | | | | | | | | | | | |
| Overhead Guard - Are there broken welds, missing bolts, or damaged areas? | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hydraulic Cylinders - Is there leakage or damage on the lift, tilt, and attachment functions of the cylinders? | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mast Assembly - Are there broken welds, cracked or bent areas, and worn or missing stops? | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lift Chain and Rollers - Are there signs of wear, damage, kinks, rust, or lack of lubrication? | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lift Chain and Rollers - Is there squeaking? | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Forks - Are they cracked or bent, worn, or mismatched? | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Forks - Is there excessive oil or water on the forks? | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tires - Are there large cuts that go around the circumference of the tire? | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Tires - Are large pieces of rubber missing or separating from the rim? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tires - Are there missing lugs? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tires - Is there bond separation that may cause slippage? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Battery Check - Are the cell caps and terminal covers in place? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Battery Check - Are the cables missing insulation? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hydraulic Fluid - Check Level? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Windshield Wipers - Do they work properly? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Seat Belts - Do they work? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| KEY ON Procedures | | | | | | | | | | | | | | |
| Gauges - Are they all properly working? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Steering - Is there excessive free play? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Steering - If power steering, is the pump working? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Brakes - If pedal goes all the way to the floor when you apply the service brake, that is the first indicator that the brakes are bad. Brakes should work in reverse, also. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Brakes - Does the parking brake work? The truck should not be capable of movement when the parking brake is engaged. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lights - Are they working properly? Test the front, tail, and brake lights. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Horn - Does the horn work? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Safety Seat - If the truck has a safety seat, is it functioning properly? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Load Handling Attachments - Is there hesitation when hoisting or lowering the forks, when using the forward or backward tilt, or the lateral travel on the side shift? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Load Handling Attachments - Is there excessive oil on the cylinders? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Please explain below any items marked "Repair." | | | | | | | | | | | | | | |
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