

FORKLIFT PRE-USE INSPECTION

Inspection must follow Manufacturer Specifications & OHSR Part 16.3 Requirements

Operator:			Make & Model:		
Department:			Hour Meter Start:		Hour Meter Fin.:
Location:			Date:		Unit No.:
Check boxes accordingly: OK = No Issues NO = needs attention / repair N/A = not applicable					
POWER OFF CHECKS		Status OK NO N/A	POWER ON CHECKS		Status OK NO N/A
Check under for leaks and debris		☐ ☐ ☐	Seatbelt		☐ ☐ ☐
Overall condition		☐ ☐ ☐	Starts and runs (unusual noises? leaks?)		☐ ☐ ☐
Tires, Lug Nuts		☐ ☐ ☐	Instrument panel, gauges, controls		☐ ☐ ☐
Engine/Battery:			Fuel/Charge level		☐ ☐ ☐
a) Cover panel(s)		☐ ☐ ☐	Horn/Audible warning devices		☐ ☐ ☐
b) Debris		☐ ☐ ☐	Lights, turn signals, mirrors		☐ ☐ ☐
c) Belts/hoses		☐ ☐ ☐	Mast/boom up/down		☐ ☐ ☐
d) Air filter		☐ ☐ ☐	Attachments up/down - left/right - tilt		☐ ☐ ☐
e) Wires/cables/Terminals		☐ ☐ ☐	Hydraulic lines/hoses		☐ ☐ ☐
f) Battery – clean/dry/secure		☐ ☐ ☐	Parking brake (holds against slight acceleration)		☐ ☐ ☐
g) Electrolyte Level		☐ ☐ ☐	Drive – forward, back, back up alarm		☐ ☐ ☐
Fluids:			Steering – left, right		☐ ☐ ☐
a) Engine oil		☐ ☐ ☐	Brake – holds, stops		☐ ☐ ☐
b) Engine coolant		☐ ☐ ☐	Exhaust		☐ ☐ ☐
c) Hydraulic oil		☐ ☐ ☐	Windshield wipers		☐ ☐ ☐
d) Transmission oil		☐ ☐ ☐	Turn off and check for leaks under		☐ ☐ ☐
e) Fuel/Battery		☐ ☐ ☐			
Hydraulics			WORKSITE CONDITIONS		Status OK NO N/A
a) Cylinders/Rods		☐ ☐ ☐	Drop-offs or holes		☐ ☐ ☐
b) Hoses/Lines/Fittings		☐ ☐ ☐	Bumps & floor/ground obstacles		☐ ☐ ☐
Capacity plate/Load Charts		☐ ☐ ☐	Debris/Slippery floors		☐ ☐ ☐
Windows/Screens/Doors		☐ ☐ ☐	Overhead obstructions		☐ ☐ ☐
Guards (ROPS, cab)		☐ ☐ ☐	Electrical conductors		☐ ☐ ☐
Mast/Boom		☐ ☐ ☐	Hazardous locations		☐ ☐ ☐
Forks, Carriage Assembly, Attachments		☐ ☐ ☐	Slopes		☐ ☐ ☐
Counterweight & bolts		☐ ☐ ☐	Ground/Surface & Support conditions		☐ ☐ ☐
Operators Manual – present and legible		☐ ☐ ☐	Pedestrian/vehicle/worker traffic		☐ ☐ ☐
Safety Decals /Markings present & legible		☐ ☐ ☐	Weather Conditions		☐ ☐ ☐
Propane tank and connection		☐ ☐ ☐	Other possible hazards		☐ ☐ ☐
Fire extinguisher (Date tag? Charged?)		☐ ☐ ☐	Other:		☐ ☐ ☐
Cab condition		☐ ☐ ☐	Other:		☐ ☐ ☐

Comments / Concerns:		Operator Signature
Tag or Locked Out Procedure If any item is marked NO remove forklift from service, tag and report immediately. Notify Supervisor/Management. Do not operate the forklift until it has been serviced		
Date and Time :		
Comments :		