



Forklift Pre-Operational Inspection

Name: _____

Dept: _____

Date: _____

Make: _____

Model: _____

Serial #: _____

Overall Check – (Power to Forklift Turned Off)				
Checklist Items	Yes	No	Follow-up	Comments
Leaks – No signs of fluid leaks under or around forklift.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Structural Components – Tightly secured, free from dents, damage, excessive rust, corrosion, and wear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rims – Free of distortions and cracks. Nuts in place and tightened.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tires – Free from cuts, gouges, foreign objects and have sufficient depth (5 mm).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tilt Cylinder/Lift Chain – bolts in place and tightened for cylinders. Chain in good condition and adequately lubricated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mast/Strip Surfaces – sliding surfaces and rollers are free from cracks and excessive wear. Rollers move smoothly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Backrest/Extension – In good condition, free of distortion, cracks, other defects, and excessive rattle.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Forks – free of cracks/defects. Both forks are same height and position when setting on ground. Fork tips not worn thin.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assist Grip – No visible signs of damage or cracking. Screws in place/tightened.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overhead Guard – Bolts are in place and tightened. Guard is free of bent or cracked sections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Lights – Lights in good condition. Lenses clean and not cracked/broken.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hydraulic Fluid – Fluid at proper level. No signs of overflow or leaks on tank. Cap in place and secure. Hose fittings and cylinders are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Engine Oil – Full on dipstick, no leaks, and filler cap is secure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fuel – Tanks are secured. No visible signs of damage to the tank, valves, or hoses. No leaks are present and sufficient fuel is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Battery – In good condition, not leaking, and free of damage. Electrolyte is at proper level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Decals/Labels/Capacity Plates - In good condition and legible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Check – Seated Position (Power to Lift Turned Off)				
Checklist Items	Yes	No	Follow-up	Comments
Seat Assembly – Slides freely forward and back. Lever holds seat in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Seat Belt - Easily extends from and retracts into holder. Belt is free of cuts, brakes, or tears. Buckle securely fastens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parking Brake Lever - Lever moves freely in each direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Steering Wheel - Securely mounted to the steering column and free from damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pedals – Covers installed and free from binding or rubbing when depressed or released.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Levers – In good condition and work without binding or restriction. Rubber boots installed and free of cracks/breaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Instrument Panel – cover in place and good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Decals/Labels: In good condition and legible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operator's Manual – Available, in good condition, and place the in the holder.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	