

Forklift _____

FORKLIFT PRE-SHIFT INSPECTION CHECKLIST

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
Date:														
Inspector's Initials:														
ITEM INSPECTED	OK	Repair	OK	Repair	OK	Repair	OK	Repair	OK	Repair	OK	Repair	OK	Repair
Forks, Backrest, Carriage														
Mast, Chain, Hydraulic Lines														
Tires, Axles														
Overhead Guard/ROP														
Fuel Tank & Connections														
Engine Oil Level														
Radiator Water Level (Cold)														
Fuel Level														
Leaks under Fork Lift														
Seat and Seat belts														
Horn and/or Backup alarm														
Lights														
Gauges and Instruments														
All Brakes														
Hydraulic Controls & Lift														
Steering														
Check propane refill cylinder cage for stock.														

Important Notes

1. This checklist must be completed daily and retained for documentation for at least one year.
2. If the forklift is found to be unsafe, you must report this immediately to your supervisor and forklift must be taken out of service until repairs can be made.
3. No forklift shall be operated with a leak in the fuel system, faulty brakes or any unsafe mechanical failure.
4. Please let staff know when propane stock is down to one full cylinder, so they can order more.