

Forklift Pre-Use Checklist

Prior to use, inspect the forklift for all of the applicable items listed in the checklist below.

Inspection Date: _____

A forklift only needs to be inspected once per day prior to use unless it is potentially damaged during use, then an additional inspection must be performed

Inspection Items:

	<u>Pass</u>	<u>Fail</u>
1. Mast is free from broken or cracked weld points and any other obvious damage	<input type="checkbox"/>	<input type="checkbox"/>
2. Roller tracks are greased and chains free to travel	<input type="checkbox"/>	<input type="checkbox"/>
3. Forks are equally spaced and free from cracks along the blades(s) and at the heels	<input type="checkbox"/>	<input type="checkbox"/>
4. Hydraulic fluid levels are correct	<input type="checkbox"/>	<input type="checkbox"/>
5. Hydraulic line and fittings are free from excessive wear and crimping	<input type="checkbox"/>	<input type="checkbox"/>
6. Lift and tilt cylinders are free from damage and leaking fluid	<input type="checkbox"/>	<input type="checkbox"/>
7. Mounting hardware on the tilt cylinders is in good condition	<input type="checkbox"/>	<input type="checkbox"/>
8. Tires are free of excessive wear and splitting, and tires are not missing pieces of material	<input type="checkbox"/>	<input type="checkbox"/>
9. Pneumatic tires are properly pressurized	<input type="checkbox"/>	<input type="checkbox"/>
10. The battery is free from:		
a. Cracks or holes	<input type="checkbox"/>	<input type="checkbox"/>
b. Securely sealed cells	<input type="checkbox"/>	<input type="checkbox"/>
c. Frayed cables	<input type="checkbox"/>	<input type="checkbox"/>
d. Broken insulation	<input type="checkbox"/>	<input type="checkbox"/>
e. Loose connections	<input type="checkbox"/>	<input type="checkbox"/>
f. Clogged vent caps	<input type="checkbox"/>	<input type="checkbox"/>
<p>Note: wear the following when working with the battery: thick nitrile gloves, splash goggles, and long sleeves</p>		
11. Make sure the propane power supply is free of:		
a. Broken welds or other damage on the tank	<input type="checkbox"/>	<input type="checkbox"/>
b. Leaking or loose hoses, valves, and/or nozzles	<input type="checkbox"/>	<input type="checkbox"/>

If any inspection items fail then notify your supervisor immediately & don't use the forklift. Make sure completed inspections are recorded (e.g. hand this completed checklist to your supervisor who makes an electronic record)