

Forklifts: daily pre-use inspection



Forklifts are integral pieces of warehouse equipment and undergo rigorous use every day. As a result, frequent inspections are required to ensure the quality of the equipment. Inspections are necessary to protect the forklift operator because malfunctions in the equipment can potentially cause a serious or fatal injury. Before using the forklift each day, the operator must conduct and document a pre-use inspection. Pre-use inspection checklists include a visual check and an operational check.

The visual check

The visual check involves the visual inspection of forklift components. Generally, you are checking to make sure that all required components are present and in good condition. Some areas which require checks are:

- General condition of the forklift
- Fluids (oil, fuel, and radiator)
- Cables, wires, and connections
- Wheels and tires



Ensure forks are in good working condition



Inspect cables for damage

The operational check

The operational check involves turning the forklift on and testing various functions of the forklift. This is done to ensure that the forklift is mechanically sound and able to safely perform its function. This may involve:

- Checking engine for noises and leaks
- Checking the seatbelt for damage
- Testing the lights, horns, and brakes



Check the seatbelt to ensure good working order



Ensure that lights are bright and working

Remember that these are general guidelines regarding forklifts. There are several different types of forklifts, which requires attention to different components during a pre-use inspection. Please refer to the manufacturer for details on conducting pre-use inspections for your forklift.

*This document is to be used for general information only.
For specific details on the forklift that you are operating, please refer to manufacturer.*

Pre-use Inspection Checklist

Forklift number:	Week ending date:						
Hour meter reading:	Supervisor name:						
✓ for sufficient, O for requires attention							
	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Visual Check Operator Number:							
General condition of the forklift							
Housekeeping of the area – is the floor clear of obstacles?							
Check overhead guard / Possible overhead obstructions							
Fire extinguisher is present and charged							
Fluid levels: oil, fuel, and radiator							
Battery: charge, check cables, connections not loose							
Wheels and tires: wear, damage, air pressure							
Forks / Backrest / Mast / Chains / Rollers: no damage, good working condition							
Chain anchor pins							
Fluid leaks, no damp spots or drips on ground							
Hoses: secure, leaks, worn							
Air filter intake: cleanliness							
Signage and stickers legible / Capacity plate							
Propane tank (if applicable) – secured, connections tight, hose in good condition							
Operational Check							
Engine: not rough, no noise or leaks							
Gauges / Horn: loud and working							
Lights: head lights and warning lights							
Seatbelt: good working order, damage							
Steering: loose, tight							
Tilt / Sideshift: loose, sticks, leaks							
Brakes: foot, parking							

Details on areas for attention

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Project: _____ Address: _____

Employer: _____ Supervisor: _____

Date: _____ Time: _____ Shift: _____

Number on shift: _____ Number attending: _____

Other safety issues or suggestions made by attendees:

Record of those attending:

Name: (please print)	Signature:	Company:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Manager's remarks: _____

Manager: _____ Supervisor: _____

(signature)

(signature)



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