

## DAILY FORKLIFT INSPECTION CHECKLIST

*For recordkeeping purposes, maintain this form on file when inspection has been completed.*

**COMPANY**

**FORKLIFT MANUFACTURER**

**INSPECTED BY**

**FORKLIFT MODEL, TYPE, YEAR**

Items to be Inspected	DATE	/ /	/ /	/ /	/ /	/ /
Tires, Horn, Lights						
Battery						
Controls and gear shifts						
Lift system (includes load limit, switches, load engagement means, chains, cables, forks, etc)						
Brake and radiator fluid level						
Steering						
Hydraulic system (for leaks)						
Fuel system						
Overhead guards						
Gauges						
Capacity plates attached						
Seat belt						
Propane tank (if present, is it locked down?)						
Engine oil & Transmission Fluid						
Operators Manual, name plates, & labels (in place & legible)						
Exhaust system (for sparks, flames)						
Cleanliness (free of trash, excess oil & grease)						
Initials						

\*\*if any parts are deficient, make a note and cease using forklift until repair or resolution