

**Appendix D FORKLIFT Pre-Use Inspection Checklist**

- 1) Forklift drivers are required to check the vehicle at the beginning of each shift.
- 2) If it is found to be unsafe, the matter must be reported immediately to a supervisor or mechanic. The vehicle will be taken out of service until it has been made safe.
- 3) Attention is given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system for fork lifts (forks, chains, cable, and limit switches).
- 4) An explanation of the inspection items listed below and the inspection procedures can be found on the back of this form.
- 5) Place a “**V**” in the box if an inspection item checks out “OK”.
- 6) Place an “**X**” in the box if an inspection item is deemed unsatisfactory. When an item is marked with an “**X**”, fill out an equipment service request form to indicate the malfunction and the corrective action.
- 7) All items must be marked with an “**V**” before using the forklift.

Forklift Make & Model / Equipment ID #	Department Owner	Parking Location

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**FORKLIFT Inspection Checklist Instructions (CONTINUED)**

If damage to the forklift is noted or a checklist item does not meet the criteria described below, the user should contact their supervisor to determine a corrective course of action. Do not use the forklift until all checklist items are listed as "OK" per the instructions below. Follow the instructions below for each of the Forklift Inspection Checklist Items:

- 1) **Obvious Damage** – Inspect the forklift for damage to the structural and mechanical aspects of the equipment. Look for cracks in the frame or in the lift mechanism. Any damage that jeopardizes the workability of the equipment or its ability to carry a load should be noted.
- 2) **Tires** – Inspect the tires. Are they in good condition and are the pneumatic tires inflated properly?
- 3) **Battery Indicator** – Check the battery indicator on the electric forklift to insure the batteries are properly charged.
- 4) **Engine Fluid Levels** – Check the fuel levels (propane or gas) to insure there is an adequate amount to perform the intended work. Check the engine oil to insure it is at the proper level.
- 5) **Hydraulic System** – Inspect the hydraulic system for leaks. Check the condition of the reservoir and hoses. Is the reservoir adequately filled and are there any cracks or damage to the hoses?
- 6) **Leaks** – Survey the entire forklift, and the area in which it is parked, for any other fluid leaks.
- 7) **Forks and Carriage** – Are the forks and carriage in good condition? Both the forks and carriage should be structurally intact and not bent. Test the fork locking mechanism to insure that it works properly and does not allow the fork to move on the carriage. Before any lifting, check the placement of the forks to insure they are properly positioned and locked in to place on the carriage.

**Turn the forklift on to test the remainder of the checklist items:**

- 8) **Hydraulic Controls** – Test the controls for manipulating the forklift. Move the forklift in all directions looking for smooth operation and listening for unusual sounds indicating worn or broken parts.
- 9) **Warning Lights** – Turn on the warning lights to insure they are working properly.
- 10) **Horn** – Test the horn to insure that it works.
- 11) **Emergency Brake** – With the emergency brake on, slowly begin moving the forklift forward and then backward to test the emergency brake. The emergency brake should not allow the forklift to move forward or backward. **Caution -- Do not engage excessive power to move the forklift forward or backward. This may damage the emergency brake.**
- 12) **Steering** – Turn the steering wheel all the way to the left and then back all the way to the right. Does the steering perform adequately?
- 13) **Brakes** – Move the forklift forward and apply the brakes. Move the forklift backward and apply the brakes. Do the brakes perform adequately in both the forward and backward movement?
- 14) **Backup Alarm** – Move the forklift in a backward direction. Does the backup alarm make a loud sound to indicate to anyone in the proximity of the equipment that it is moving in a backward direction?

**If the fork lift fails any part of this inspection, remove the key and report the problem to your supervisor. Do not attempt to make repairs unless you are a trained and authorized service person.**

**MAINTAIN THIS INSPECTION RECORD FOR ONE (1) YEAR.**