RT Forklift Pre-Operational Inspection Checklist

Model: _____

Truck #: _____

	Operator #1	Operator #2	Operator #3	Operator #4	Operator #5
Operator Name					
Hour Meter Reading					
Date (Month/Day/Year)					
Operator's Signature					

Certified Forklift Operator: Complete this form, before each use. Check "OK" if the items are in good condition/operation or check the "Repair Required" if the item is not in proper order. ***IMPORTANT:*** *The forklift must not be utilized if there are any items that require repairs. Have a service company repair prior to use.* ***Note to Supervisor's:*** *It is your responsibility to ensure your operators are continually performing and documenting their pre-use inspections.*

		Operator #1		Operator #2		Operator #3		Operator #4		Operator #5	
Workplace Inspection	**Criteria**	**OK**	**Repair Req'd.**	**OK**	**Repair Req'd.**	**OK**	**Repair Req'd.**	**OK**	**Repair Req'd.**	**OK**	**Repair Req'd.**
Ground Conditions	Drop-offs, holes, obstructions, etc.										
Wind and Weather	High wind speeds, harsh weather conditions										
Overhead Hazards	Structures, MAD, utility pipes, fans, lights, etc.										
Unauthorized Access	People, vehicles, equipment, etc.										
Safety Items	Fire extinguisher, PPE, eye wash, first aid kit, etc.										

Key Off (Visual Check)	**Criteria**	**OK**	**Repair Req'd.**	**OK**	**Repair Req'd.**	**OK**	**Repair Req'd.**	**OK**	**Repair Req'd.**	**OK**	**Repair Req'd.**
General Overview	Parking brake, fluid leaks on floor, damage, etc.										
Forks/Attachment, Backrest	Bent, cracked, locking pins, worn, mismatched										
Boom	Broken welds, cracks, bent, greased, rust										
Hydraulic Cylinders/Hoses	Leaks, damaged, bubbles/cuts on hose										
Tires/Wheel – All Tires	Lug nuts, rim damage, sidewall, tread, pressure										
Overhead Guard – All Sides	Broken welds, missing bolts, damaged areas										
Capacity Plate/Safety Decals	Legible, attached to unit										
Seatbelt/Operator Restraint	Worn, damage, working, locks when attached										
Controls and Pedals	Hydraulic controls and pedals move freely										
Counterweight	Bolts, damage, cracks in exhaust/radiator										
Fluid Checks (All Accessible)	Engine oil/hydraulic/brake/transmission/coolant										
Battery	Secure, leaks, corrosion, cables										

Key On (Oper. Checks)	**Criteria**	**OK**	**Repair Req'd.**	**OK**	**Repair Req'd.**	**OK**	**Repair Req'd.**	**OK**	**Repair Req'd.**	**OK**	**Repair Req'd.**
Seatbelt	Seatbelt is engaged prior to any motion										
Gauges	All warning lights and gauges										
Warning Devices/Lights	Horn, backup alarm, all lights working										
Parking and Service Brake/ Deadman Pedal	Parking brake holds when in gear, service brakes works travelling forward and reverse, stops unit										
All Hydraulic Operations	Proper operation and no leak through full range of motion: lift, lower, tilt, side-shift, reach, etc.										
Steering	No unusual noise, excessive free-play										

Supervisor's Initials					

Use the section below to indicate any items that need repair or special attention. If required, tag the unit out of service.

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