

FORKLIFT SAFETY INSPECTION CHECKLIST

EQUIPMENT INFORMATION

Date		Time		Shift	Day ☐	Night ☐
Forklift ID/Number		Hour Meter Reading				
Forklift Type	☐ Electric ☐ LPG/Propane ☐ Diesel ☐ Gasoline					
Operator Name		Operator Signature				
Location						

MAINTENANCE ACTIVITY

- Inspect forklift BEFORE EVERY SHIFT or when changing operators
- Mark: ☒ = OK/Pass | ☒ = Defect/Fail | N/A = Not Applicable
- DO NOT OPERATE if any safety-critical items fail inspection
- Report all defects immediately to supervisor
- Tag out unsafe equipment until repaired

SECTION 1: VISUAL INSPECTION (ENGINE OFF)

A. GENERAL CONDITION

- ☐ Forklift is clean and free of debris
- ☐ No visible damage to body or frame
- ☐ All decals, warning labels, and capacity plates are legible
- ☐ Fire extinguisher present and charged (if required)
- ☐ Operator manual present

B. TIRES & WHEELS

- ☐ Tires properly inflated (pneumatic) or free of chunking (solid)
- ☐ No excessive wear, cuts, or bulges
- ☐ Wheel nuts/lugs are tight and secure
- ☐ No visible damage to wheels or rims

C. FORKS & MAST ASSEMBLY

- ☐ Forks not bent, cracked, or excessively worn
- ☐ Fork heel and blade thickness within specifications
- ☐ Fork locking pins secure
- ☐ Mast not bent, cracked, or damaged
- ☐ Mast chains tight, not stretched or kinked
- ☐ Mast rollers operational, not worn
- ☐ Upper limit stop functioning
- ☐ No excessive mast play or wobble

D. OVERHEAD GUARD & BACKREST

- ☐ Overhead guard in place, not bent or cracked
- ☐ Load backrest extension present and secure
- ☐ No loose or missing bolts/fasteners

E. HYDRAULIC SYSTEM

- ☐ No visible hydraulic fluid leaks (hoses, cylinders, fittings)
- ☐ Hydraulic hoses not cracked, worn, or damaged
- ☐ Lift cylinders not damaged or leaking
- ☐ Hydraulic fluid level adequate (check gauge/dipstick)

F. FLUID LEVELS & LEAKS

- ☐ Engine oil level adequate (IC forklifts)
- ☐ Coolant/water level adequate (IC forklifts)
- ☐ Transmission fluid level adequate (IC forklifts)
- ☐ No oil, fuel, or coolant leaks visible under forklift
- ☐ Fuel tank secure, no visible damage or leaks

G. BATTERY (ELECTRIC FORKLIFTS)

- ☐ Battery securely mounted and properly connected
- ☐ Battery cables not frayed or corroded
- ☐ Battery charge level adequate for shift
- ☐ Battery compartment clean, no acid spills
- ☐ Charging equipment in good condition

H. LPG/PROPANE SYSTEM (IF APPLICABLE)

- ☐ LPG tank securely mounted with locator pin
- ☐ LPG tank hose not cracked or damaged
- ☐ No gas leaks detected (smell test)
- ☐ LPG gauge functioning
- ☐ Tank shutoff valve accessible and operational

SECTION 2: OPERATIONAL CHECKS (ENGINE ON)

A. STARTING & GAUGES

- ☐ Engine starts without issues
- ☐ No unusual noises, smoke, or vibrations
- ☐ Oil pressure indicator operates correctly
- ☐ Temperature gauge functions properly
- ☐ Battery discharge indicator normal (electric)
- ☐ Fuel gauge accurate (IC forklifts)
- ☐ Hour meter functioning
- ☐ All warning lights operate correctly

B. STEERING & CONTROLS

- ☐ Steering responds smoothly without excessive play
- ☐ Steering wheel secure and not damaged
- ☐ All control levers operate smoothly
- ☐ Accelerator responds properly
- ☐ Inching/clutch pedal functions correctly (if equipped)
- ☐ Deadman seat switch operational (if equipped)

C. BRAKING SYSTEM

- ☐ Service brake functions effectively
- ☐ Brake pedal has proper resistance, no sponginess
- ☐ Parking/emergency brake holds forklift securely
- ☐ No unusual noises when braking
- ☐ Forklift stops smoothly without pulling

D. HYDRAULIC FUNCTIONS

- ☐ Lift operates smoothly up and down
- ☐ Tilt forward and backward functions properly
- ☐ Side shift operates correctly (if equipped)
- ☐ Fork positioner works smoothly (if equipped)
- ☐ Load handling attachments function properly (if equipped)
- ☐ No jerky movements or unusual noises
- ☐ No drift when controls released

E. SAFETY EQUIPMENT & DEVICES

- ☐ Horn/audible warning device loud and clear
- ☐ Front/headlights functioning
- ☐ Tail/brake lights operational
- ☐ Strobe/warning lights working (if equipped)
- ☐ Backup alarm sounds (if equipped)
- ☐ Turn signals operational (if equipped)
- ☐ Seat belt present and functional
- ☐ Safety seat/switch operates correctly (if equipped)
- ☐ Windshield wipers function (if equipped)
- ☐ Mirrors clean and properly adjusted (if equipped)

SECTION 3: WORKPLACE CONDITIONS

- ☐ Work area clear of obstructions and hazards
- ☐ Adequate lighting in operating area
- ☐ Floor surface suitable (no excessive debris, liquids, or damage)
- ☐ Aisles and traffic patterns clearly marked
- ☐ Proper ventilation for IC forklifts (indoor use)
- ☐ Loading dock equipment secure (dock plates, wheel chocks)
- ☐ Spill kits and cleanup materials accessible

SECTION 4: DEFECTS & CORRECTIVE ACTIONS

List all defects found during inspection:

Item #	Component Component	Description of Defect	Severity
1			☐ Minor ☐ Major
2			☐ Minor ☐ Major
3			☐ Minor ☐ Major
4			☐ Minor ☐ Major

List all defects found during inspection:

INSPECTION RESULT

- ☐ **PASS** – Forklift is safe to operate
- ☐ **CONDITIONAL PASS** – Minor defects noted, safe to operate with restrictions
- ☐ **FAIL** – Forklift UNSAFE, tagged out until repairs completed

If FAIL, forklift has been:

- ☐ Tagged out of service
- ☐ Reported to supervisor
- ☐ Maintenance work order created

SIGNATURES

Operator Signature		Date	
Supervisor Review (if defects found)		Date	
Maintenance Technician (if repairs made)		Date	

IMPORTANT SAFETY REMINDERS

- ✓ **Never exceed** the forklift's rated capacity
- ✓ **Always wear** seat belt when operating
- ✓ **Keep** forks low when traveling (4-6 inches from ground)
- ✓ **Look** in direction of travel, use horn at intersections
- ✓ **Never** allow riders unless forklift is designed for it
- ✓ **Maintain** safe speeds, especially on ramps and turns
- ✓ **Ensure** load is stable and secured before moving
- ✓ **Report** all accidents, near-misses, and equipment damage immediately

OSHA Reference: 29 CFR 1910.178 - Powered Industrial Trucks

Emergency Contact	
Maintenance Contact	

Contact us

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