

Forklift daily inspection checklist



Check	OK	Issue	N/A	Note
Key off — the walkaround				
Tires, wheels, and lugs cuts, chunking, pressure (or splits in solid tires), missing wheel nuts. Debris eats tires; this is where it shows first.				
Forks cracks anywhere, bent or unevenly worn blades, heel wear past the wear line, the positioning latch seating properly.				
Carriage, backrest, and finger guards secure, straight, no cracked welds; finger guards in place where the mast has them.				
Mast, lift chains, and rollers chain tension even side to side, no kinked or rusted links, no debris in the channels. Judge it by eye or with a tool — never reach into the mast.				
Hydraulics hoses and cylinders dry; look for weeping at fittings, never feel for it. Then look under the machine: a fresh puddle is a failed check.				
Fluids engine oil, hydraulic oil, coolant, and brake fluid where the machine has a reservoir; fuel level on engine-powered forklifts.				
Overhead guard and seat belt guard undamaged and tight; belt present, latching, and not chewed up.				
Data plate, decals, and manual plate legible and matching any attachment fitted — the capacity you're trusting is the one on the plate; warning decals in place; the operator's manual on board.				
Operator compartment floor, pedals, and steps free of grease, debris, and loose tools.				
The power source — electric or propane				
Battery cables and connectors no fraying, cuts, or exposed wire; connector seated; battery restrained; hood or seat latch closing.				
Battery electrolyte and terminals electrolyte level checked with eye protection and gloves on batteries that need it; terminals clean, no corrosion.				
Propane tank mounting tank seated in its bracket, locating pin engaged, straps tight, relief valve pointing the way the manual shows.				
Propane hose and fittings no cuts, cracks, or frost on the hose, no smell of gas. Check a suspected leak with soapy water, never a flame.				
Key on — the function checks				
Horn and backup alarm both, every time. In a yard with mobile shears and grapple excavators working, the horn is the machine's only voice.				
Lights and beacons head, tail, and warning lights working.				
Accelerator and inching pedal smooth, and both return on their own; the inching pedal slows the forklift without killing the lift.				
Forward and reverse the direction control selects cleanly and the forklift moves the way you chose.				
Service brakes and parking brake the forklift stops where you asked and stays where you left it, loaded.				
Steering no excessive play, no groaning at full lock.				
Lift, tilt, side-shift, and attachments full travel, smooth, no drift with the controls released; any attachment through every function.				
Gauges and warning lights nothing lit that shouldn't be; hour meter reading noted.				
Listen new noises are the machine filing its own report.				

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Around the machine				
Ground and route drop-offs, holes, soft spots, and obstructions on the way you'll drive and where you'll set loads down.				
People and traffic where people on foot and other machines cross your path, and how you'll see them coming.				
Add your operator's manual items				

Unit

Hour meter

Date

Operator

Signature