Inspect each item listed below before the start of each shift. Place a check ✓if there is no visible problem and place an X if you detect a problem during your visual inspection. Document and explain the corrective action needed at the bottom of the form.

Operator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Forklift Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hour Meter Reading: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| ✓ | × | **VISUAL INSPECTION** |
|  |  | Forks and mast are not worn, bent, cracked or damaged. |
|  |  | Load back rest in place and not bent, cracked, loose or damaged. |
|  |  | Overhead guard in place and not bent, cracked, or loose. |
|  |  | Attachments operating correctly and are not damaged. |
|  |  | Attachment Control – Operating correctly.  |
|  |  | Body of forklift is free of excessive grease, oil, mud or grime.  |
|  |  | Hydraulic fluid level is full and free of leaks. |
|  |  | Tires adequately inflated and free of excessive wear or damage. Wheel nuts are tight. |
|  |  | Battery connections are secure, not loose.  |
|  |  | Data plate is attached, and information is readable.  |
|  |  | Operators’ manual is on forklift and accessible.  |
|  |  | Forklift manufacturer warning labels are readable.  |
|  |  | Seat belt is accessible and functioning smoothly.  |
|  |  | Motor functions smoothly, without sudden acceleration.  |
|  |  | Horn functioning correctly.  |
|  |  | Backup alarm (if installed) is functioning correctly. |
|  |  | Turn signal (if installed) is functioning smoothly. |
|  |  | All headlights, taillights and warning lights functioning and aimed correctly. |
|  |  | Gauges and instruments are functioning correctly.  |
|  |  | Lift and lowering control functions smoothly without excess drift. |
|  |  | Drive Control – Forward/Reverse – Functioning Smoothly |
|  |  | Tilt control functions smoothly without excessive drift or noise.  |
|  |  | Control levers labeled, functioning smoothly and freely return to neutral. |
|  |  | Steering is responsive, functioning smoothly, free of excessive play. |
|  |  | Accelerator or Direction Control Pedal – Functioning Smoothly |
|  |  | Brakes functioning smoothly without grabbing and no fluid leaks.  |
|  |  | Parking brake functioning correctly and will hold forklift on an incline.  |
|  |  | Propane Tank (LP Gas Truck) – Rust Corrosion, Damage.  |
|  |  | Seat is in good condition without major tears or pieces missing.  |
|  |  |  Other: |
|  |  | **CORRECTIVE ACTIONS NEEDED** |
|  |  |  |
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