

Company Name: _____

Facility / Location: _____

Date of Inspection: _____ Shift: ☐ 1st ☐ 2nd ☐ 3rd

Forklift ID / Asset #: _____

Inspection Performed By (Print Name): _____

Operator Signature: _____

Supervisor / Manager (if required): _____

1 Visual Inspection (Forklift OFF)**Forks & Mast**

- ☐ Forks not cracked, bent, or excessively worn
- ☐ Fork pins and retaining clips secure
- ☐ Mast rails straight and lubricated
- ☐ Lift chains evenly tensioned, no broken links
- ☐ Backrest extension in place and secure

Tires & Wheels

- ☐ Tires properly inflated / no chunking or flat spots
- ☐ No excessive wear
- ☐ Lug nuts tight

Hydraulics

- ☐ No visible hydraulic fluid leaks
- ☐ Hoses and fittings intact (no cracks, bulges, or wear)
- ☐ Hydraulic fluid level adequate

Fuel / Power Source**Electric**

- ☐ Battery securely mounted
- ☐ Battery charged
- ☐ Cables and connectors undamaged
- ☐ Electrolyte levels adequate (if applicable)

Internal Combustion

- ☐ Fuel level adequate
- ☐ No fuel leaks
- ☐ Tank properly mounted
- ☐ LPG tank secure, valve and hose in good condition

2 Operational Inspection (Forklift ON)**Controls & Operation**

- ☐ Steering operates smoothly
- ☐ Accelerator responsive
- ☐ Service brakes function properly
- ☐ Parking brake holds firmly
- ☐ Clutch (if equipped) operates correctly

Lift & Tilt Functions

- ☐ Forks raise and lower smoothly
- ☐ Tilt forward and backward operates properly
- ☐ No unusual noises or jerky movement

Safety Devices

- ☐ Horn works
- ☐ Backup alarm (if equipped) works
- ☐ Lights operational (headlights, brake lights, warning lights)
- ☐ Seat belt present and functional
- ☐ Operator presence / dead-man switch works

Visibility & Alarms

- ☐ Mirrors clean and adjusted
- ☐ Windshield clean, no cracks (if equipped)
- ☐ Gauges and warning indicators functioning

3 Final Check

- ☐ No unusual vibrations or noises
- ☐ Forklift operates smoothly overall

4 Defects & Corrective Action

Defects Found: ☐ Yes ☐ No

Description of Defects:

⚠ OSHA Notes

- OSHA requires forklifts to be **removed from service if unsafe** (1910.178(p)(1)).
- Inspections must be done **daily or each shift** if used by multiple operators.
- Records are not explicitly required by OSHA, but **strongly recommended** for compliance and audits.