

Forklift Daily Inspection Checklist

Complete every applicable line. Mark failed checks clearly and transfer unresolved findings to the issue log.

Forklift / Unit: _____	Date: _____
Asset ID: _____	Completed By: _____
Location: _____	Reviewed By: _____

EVERY OPERATING SHIFT - Daily Pre-Shift Forklift Inspection

#	System / Area	Inspection or PM Task	Acceptance Criteria	Result	Reading	Notes / Initials
1	Lift System	Inspect forks for cracks, bends, heel wear, and working positioning latches	No damage, looseness, leak, excessive wear, or unsafe condition found	P ☐ F ☐ N/A ☐		
2	Lift System	Check mast rails, chains, anchor pins, and chain lubrication	Completed to the applicable procedure with no unresolved defect	P ☐ F ☐ N/A ☐		
3	Wheels & Tires	Inspect tires and wheels for wear, chunking, damage, or low pressure	No damage, looseness, leak, excessive wear, or unsafe condition found	P ☐ F ☐ N/A ☐		
4	Hydraulics	Look for hydraulic leaks and damaged hoses; check for cylinder drift	No damage, looseness, leak, excessive wear, or unsafe condition found	P ☐ F ☐ N/A ☐		
5	Travel Controls	Test service brake and confirm the parking brake holds	Operates correctly with no alarm, damage, or abnormal response	P ☐ F ☐ N/A ☐		
6	Travel Controls	Test steering for smooth operation and excessive play	Operates correctly with no alarm, damage, or abnormal response	P ☐ F ☐ N/A ☐		
7	Warning Devices	Test horn, lights, warning beacon, and backup alarm	Operates correctly with no alarm, damage, or abnormal response	P ☐ F ☐ N/A ☐		
8	General Condition	Inspect and latch the seat belt or operator restraint	No damage, looseness, leak, excessive wear, or unsafe condition found	P ☐ F ☐ N/A ☐		
9	Lift System	Check overhead guard, load backrest, and attachment security	Completed to the applicable procedure with no unresolved defect	P ☐ F ☐ N/A ☐		
10	Power System	Check battery connections and hold-downs or inspect the LP fuel system	No damage, looseness, leak, excessive wear, or unsafe condition found	P ☐ F ☐ N/A ☐		
11	General Condition	Verify the data plate is legible and matches installed attachments	Operates correctly with no alarm, damage, or abnormal response	P ☐ F ☐ N/A ☐		
12	General Condition	Test gauges, lift, tilt, travel controls, and emergency stop	Operates correctly with no alarm, damage, or abnormal response	P ☐ F ☐ N/A ☐		

FAILURE ACTION

Record the finding, remove from service when unsafe, and create a work order before release.

Issue & Follow-Up Log

Document every failed check or unresolved condition. Remove equipment from service whenever a defect creates an unsafe operating condition.

#	Finding / Required Action	Severity	Removed From Service?	Work Order	Owner	Status / Close Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Supervisor Review: _____

Date: _____