

## Forklift Daily Inspection Checklist

<b>LIFT #:</b>	<b>Company Name:</b>							
<b>Job #:</b>	<b>Week Beginning:</b>				<b>Week Ending:</b>			
<p>The designated inspector will place a (✓) in the appropriate box when an item passes inspection. Leave the box empty and underline item identified as deficient and note a brief description of problem. Immediately notify management of all deficiencies.</p>								
<b>Operating Controls (Operation)</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>	<b>Maintenance Needed</b>
Parking/Service Brakes								
Operating Levers/Controls Gauges/Instruments								
Foot Controls								
<b>Mast/Forks</b>								
*Hydraulic Lines/Cylinders (leaks)								
Cylinders/Chain								
Pivot Pins								
Load Backrest/Forks								
Vert. Mast Sliding & Rolling Parts								
<b>Machine Base</b>								
Broken/Cracked or Loose Parts								
Overhead Guard								
Head/Tail Lights								
Seat Belt								
Tires/Wheels: Pressure/Wear Damage/Lug Nuts								
Required Warning Stickers/Load Charts/Operator's Manual								
Back Up Alarm/Horn								
<b>Engine Compartment</b>								
Engine/Hydraulic Oil Level								
Fuel Level								
Belts/Hoses/Engine Condition								
Battery/Electrical								
<b>Rough Terrain Forklift</b>								
Out Riggers/Carriage								
Frame Level/Angle Indicator								
<b>Addition Notes:</b>								
<b>Signature:</b>						<b>Date:</b>		