

# Forklift Pre-Operation & Maintenance Inspection Checklist

## VISUAL INSPECTION CHECKLIST ITEMS

- Visible spills or leaks, including underneath the forklift and near hoses
- Obvious signs of damage, such as cracks or other visible defects
- Condition of gauges
- Safety decals and nameplates are visible and legible
- Examine the forks for signs of damage and appropriate height and thickness
- For electric forklifts, there are no exposed or fraying wires
- Load-handling attachments are not loose

## PHYSICAL SAFETY EQUIPMENT AND CONTROLS CHECKS

- Brakes and steering controls are operating properly
- Safety devices like seat belts and horn are functional
- Other operations and controls are working

## MEASURE FLUID LEVELS AND TIRE PRESSURE

- Fuel
- Brake fluid
- Hydraulic fluid
- Engine oil coolant
- Tire condition and pressure

## FORKLIFT ONGOING MAINTENANCE CHECKLIST

Conduct forklift maintenance or service in safe conditions:

- Area of service is clean and free of clutter
- Forklift engine is off, and battery disconnected
- Emergency brakes are set, and wheels are blocked

After making sure the area is clean, begin servicing the vehicle:

- Change engine oil based on manufacturer's specifications
- Replace air filters
- Examine brakes and replace brake fluid
- Examine the cooling system, checking radiator hoses and clamps
- Replace tires if damaged
- Inspect chains and other parts for rust, damage, or misalignment