Forklift Daily Inspection Form

Forklift Make:	Model:	ID #:
Day **Date**	**Operator's Name**	**Operator's Signature**
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Prior to operating this forklift, the daily checklist must be completed by a licensed and qualified operator. Check the items listed below and mark each box with the appropriate letter to identify satisfactory operation or condition of item. For all items marked with "R" for repair, report discrepancy to your general foreman.

S = Satisfactory (in safe working condition) **R** = Repair/Replace (use "remarks" to describe discrepancy)

Item	Mo	Tu	We	Th	Fr	Sa	Su	Remarks
Engine: Fluid level								
Belts and pulley tension								
Engine Compartment free of debris								
Hydraulic lines (leaks/condition)								
Hoses (condition)								
Loose wires/electrical connections								
Body: Structural damage								
Wheels (wear/tread/damage)								
Counterweight (free of debris/equip)								
Roll Over Protection cage (damage)								
Mast and Forks (hydraulics/pins/loose bolts)								
Operator's Compt.: Free of trash/debris								
All equipment, materials, and slings are								
properly stored and secured								
Operator's Manual stored in cab								
Warning stickers/weight capacities posted								
Operator controls (return to neutral position)								
Seat belt								
Mirrors								
Horn								
Lights								
Back-up alarm								
Fire extinguisher								
Gauges and instruments (Operation/damage)								
Parking break (set and operational)								
Operation: operator is licensed/certified								
Steering								
Forks (full extension up/down)								
Side shift (full right and full left extension)								
Tilt (up and down)								
Accelerator/Break pedal (operation)								
Forklift is street ready: reflective triangle								