

Daily Forklift Inspection Checklist

Electric pallet jack (walkie) Class III · walk-behind · battery powered

Operator _____ Truck / unit # _____ Date _____

Shift ☐ Day ☐ Swing ☐ Night

Hour meter _____

Before starting

Key off. Walk all the way around the truck.

	OK	FIX
Leaks under and on the truck: hydraulic oil, battery electrolyte	☐	☐
Drive wheel and load wheels: chunking, flat spots, debris wound in the axles	☐	☐
Forks: cracks, bends, or other damage	☐	☐
Hydraulic hoses, cylinders, and fluid level: leaks, cracks, chafing, low fluid	☐	☐
Hand guards on the control handle in place and undamaged	☐	☐
Data plate and warning decals in place and legible	☐	☐
Battery cables, connectors, and terminal covers: no frayed wires or corrosion	☐	☐
Battery restraint or retainer fastened so the battery cannot shift	☐	☐
Operator manual on the truck and legible	☐	☐

After starting

Key on, truck powered up.

	OK	FIX
Battery discharge indicator, hour meter, and instrument monitors working	☐	☐
Belly-button reversing switch (tip of the handle) stops and reverses the truck when pressed	☐	☐
Travel control (thumb or butterfly): forward and reverse smooth, no hesitation	☐	☐
Brake stops the truck when the handle is released or moved to the full up or full down position	☐	☐
Steering: handle turns the truck smoothly, no binding	☐	☐
Lift and lower buttons: forks raise and lower smoothly, no drift	☐	☐
Horn works	☐	☐
No unusual noises, vibration, smoke, or smell while running	☐	☐

Any defect that affects safety: do not drive the truck. Tag it out of service and tell your supervisor.

Defects found (what, where, how bad)

Truck tagged out of service? ☐ Yes ☐ No

Operator signature _____

Supervisor review Name and signature _____ Date _____
☐ OK to use ☐ Sent for repair