

Daily Forklift Inspection Checklist

Electric sit-down forklift Class I · counterbalanced · 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	☐	☐
Tires: cuts, gouges, chunks missing, pressure (pneumatic), lugs tight	☐	☐
Forks: cracks, bends, heel wear, top clip retaining pin and lock in place, both forks matched	☐	☐
Load backrest extension attached and undamaged	☐	☐
Mast assembly: broken welds, cracked or bent channels, worn or missing stops	☐	☐
Lift chains and rollers: kinks, rust, worn links, even tension (check with a stick, not your hands)	☐	☐
Hydraulic hoses, cylinders, and fluid level: leaks, cracks, chafing, low fluid	☐	☐
Overhead guard attached: no broken welds, missing bolts, or bent members	☐	☐
Finger guards in place at the mast and controls	☐	☐
Data plate and warning decals in place and legible; plate matches the truck and attachment	☐	☐
Seat belt latches, retracts, and is free of cuts or frays	☐	☐
Battery cables, connectors, and terminal covers: no frayed wires or corrosion	☐	☐
Battery restraint or retainer fastened so the battery cannot shift	☐	☐
Battery water or electrolyte level, and state of charge (wear face shield, apron, and rubber gloves)	☐	☐

Attachment (if any) locked to the carriage, hoses connected, and listed on the data plate ☐ ☐

Operator manual on the truck; operator compartment clean, no grease or debris ☐ ☐

Battery cover or hood latch closes and holds ☐ ☐

After starting

Key on, truck powered up.

	OK	FIX
Battery discharge indicator, hour meter, and instrument monitors working	☐	☐
Drive control forward and reverse: smooth, no hesitation or jerking	☐	☐
Service brake stops the truck in both directions; pedal does not go to the floor	☐	☐
Parking brake holds the truck (it should not roll on an incline)	☐	☐
Steering: no excessive free play, power steering responds, no unusual noise	☐	☐
Hoist and lowering control: raises and lowers smoothly with no drift or hesitation	☐	☐
Tilt control forward and back: smooth, holds position	☐	☐
Attachment control (side shift, clamp, rotator, if equipped): full travel, no hesitation	☐	☐
Horn works	☐	☐
Lights and back-up alarm working (if equipped)	☐	☐
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