

Operator's Daily Checklist: Electric Forklift

Check each item before using the lift for the first time each day. Mark the box if the item is OK. Explain any unchecked items at bottom & report them to a supervisor. **Do not use an unsafe forklift – your safety is at risk!**

Forklift Serial #: _____ Hour Meter Reading: _____

Operator: _____ Date Range: _____

M	Tu	W	Th	Fri	Sat	Sun	Visual Check
✓	✓	✓	✓	✓	✓	✓	1 Tires are inflated and free of excessive wear or damage. Nuts are tight.
							2 Forks and mast are not bent, worn or cracked.
							3 Load back rest extension is in place and not bent, cracked or loose.
							4 Overhead guard is in place and not bent, cracked or loose.
							5 Attachments (if equipped) operate OK and are not damaged.
							6 Forklift body is free of excessive lint, grease or oil.
							7 Hydraulic oil is full and free of leaks.
							8 Battery connections are tight.
							9 Covers over battery and other hazardous parts are in place and secure.
							10 Load rating plate is present and readable.
							11 Warning decals and Operator's Manual are present and readable.
							12 Seat belt or restraint is accessible and not damaged, oily or dirty.
							13 Motor runs smooth without sudden acceleration.
							14 Horn works.
							15 Turn Signal (if equipped) operates correctly.
							16 Lights (head, tail and warning) work and are aimed correctly.
							17 Gauges and instruments are working.
							18 " Lift and Lower " operates smoothly without excess drift.
							19 " Tilt " operates smoothly without excess drift or "chatter."
							20 Control levers are labeled, not binding or loose, & freely return to
							21 Battery charge level is OK while holding full forward tilt.
							22 Steering is smooth and responsive, free of excess play.
							23 Brakes work and function smoothly without grabbing. No fluid leaks.
							24 Parking brake will hold the forklift on an incline.
							25 Backup alarm (if equipped) works.

NOTES: