

## Operator's daily checklist: Gas or LPG forklift

Check each item before the shift starts. Put a check in the box if the item is OK. Explain any unchecked items at the bottom and report them to your supervisor. **Do not use an unsafe forklift! Your's and others safety is at risk.**

Company name: \_\_\_\_\_  
 Forklift serial number: \_\_\_\_\_  
 Hour meter reading: \_\_\_\_\_  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Operator name: \_\_\_\_\_

✓	Visual check
	<b>TIRES</b> are inflated and free of excessive wear or damage. Nuts are tight
	<b>FORKS AND MAST</b> are not bent, worn or cracked
	<b>LOAD BACK REST EXTENSION</b> is in place and not bent, cracked or loose
	<b>ATTACHMENTS</b> (if equipped) operate okay and are not damaged
	<b>FORKLIFT BODY</b> is free of excessive lint, grease or oil
	<b>ENGINE OIL</b> is full and free of leaks
	<b>HYDRAULIC OIL</b> is full and free of leaks
	<b>RADIATOR</b> is full and free of leaks
	<b>FUEL LEVEL</b> is okay and free of leaks
	<b>BATTERY CONNECTIONS</b> are tight
	<b>COVERS</b> over battery and other hazardous parts are in place and secure
	<b>LOAD RATING PLATE</b> is present and readable
	<b>WARNING DECALS</b> and operators' manual are present and readable
	<b>SEAT BELT</b> or restraint is accessible and not damaged, oily or dirty
	<b>ENGINE</b> runs smooth and quiet without leaks or sparks from the exhaust
	<b>HORN</b> works
	<b>TURN SIGNAL</b> (if equipped) operates smoothly
	<b>LIGHTS</b> (head, tail and warning) work and are aimed correctly
	<b>GAUGES</b> and instruments are working
	<b>LIFT AND LOWER</b> operates smoothly without excess drift
	<b>TILT</b> operates smoothly without excessive drift or 'chatter'
	<b>CONTROL LEVERS</b> are labelled, not loose or binding and freely return to neutral
	<b>STEERING</b> is smooth and responsive, free of excessive play
	<b>BRAKES</b> work and function smoothly without grabbing. No fluid leaks
	<b>PARKING BRAKE</b> will hold the forklift on an incline
	<b>BACKUP ALARM</b> (if equipped) works
	<b>LPG COMPLIANCE PLATE</b> is present and readable

## Operator's daily checklist: Electric forklift

Check each item before the shift starts. Put a check in the box if the item is OK. Explain any unchecked items at the bottom and report them to your supervisor. **Do not use an unsafe forklift! Your's and others safety is at risk.**

Company name: \_\_\_\_\_  
 Forklift serial number: \_\_\_\_\_  
 Hour meter reading: \_\_\_\_\_  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Operator name: \_\_\_\_\_

✓	Visual check
	<b>TIRES</b> are inflated and free of excessive wear or damage. Nuts are tight
	<b>FORKS AND MAST</b> are not bent, worn or cracked
	<b>LOAD BACK REST EXTENSION</b> is in place and not bent, cracked or loose
	<b>ATTACHMENTS</b> (if equipped) operate okay and are not damaged
	<b>FORKLIFT BODY</b> is free of excessive lint, grease or oil
	<b>HYDRAULIC OIL</b> is full and free of leaks
	<b>BATTERY CONNECTIONS</b> are tight
	<b>COVERS</b> over battery and other hazardous parts are in place and secure
	<b>LOAD RATING PLATE</b> is present and readable
	<b>WARNING DECALS</b> and operators' manual are present and readable
	<b>SEAT BELT</b> or restraint is accessible and not damaged, oily or dirty
	<b>MOTOR</b> runs smooth without sudden acceleration
	<b>HORN</b> works
	<b>TURN SIGNAL</b> (if equipped) operates smoothly
	<b>LIGHTS</b> (head, tail and warning) work and are aimed correctly
	<b>GAUGES</b> and instruments are working
	<b>LIFT AND LOWER</b> operates smoothly without excess drift
	<b>TILT</b> operates smoothly without excessive drift or 'chatter'
	<b>CONTROL LEVERS</b> are labelled, not loose or binding and freely return to neutral
	<b>BATTERY CHARGE</b> level is okay while holding full forward tilt
	<b>STEERING</b> is smooth and responsive, free of excessive play
	<b>BRAKES</b> work and function smoothly without grabbing. No fluid leaks
	<b>PARKING BRAKE</b> will hold the forklift on an incline
	<b>BACKUP ALARM</b> (if equipped) works

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