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| --- | --- | --- | --- | --- | --- | --- |
| *Forklift Pre-Use Inspection Checklist* | | | | | | |
| **Operator:** | | | | **Make & Model:** | | |
| **Company:** | | | | **Hour Meter Reading:** | | |
| **Location:** | | | | **Date: MM/DD/YYYY** | **Unit No.:** | |
| **POWER OFF CHECKS** | | | **Status**  **OK NO N/A** | **POWER ON CHECKS** | | **Status OK NO N/A** |
| 1) | Wheels/Tires | | □ □ □ | 15) Unit starts & runs properly | | □ □ □ |
| 2) | Lights/Strobes | | □ □ □ | 16) Instruments/System warning indicators | | □ □ □ |
| 3) | Mirrors/Visibility aids | | □ □ □ | 17) Fuel/Charge level | | □ □ □ |
| 4) | Engine/Battery: | |  | 18) Horn/Audible warning devices | | □ □ □ |
|  | a) Cover panel(s) | | □ □ □ | 19) Function controls: | |  |
|  | b) Debris | | □ □ □ | a) Drive | | □ □ □ |
|  | c) Belts/Hoses | | □ □ □ | b) Steering | | □ □ □ |
|  | d) Air filter indicator | | □ □ □ | c) Braking | | □ □ □ |
|  | e) Wires/Cables/Terminals | | □ □ □ | d) Mast/Carriage | | □ □ □ |
|  | f) Battery-Batteries clean/dry/secure | | □ □ □ | e) Lifting attachment | | □ □ □ |
| 5) | Fluids: |  | □ □ □ | f) Frame level controls | | □ □ □ |
|  | a) Engine oil | Level Leaks | □ □ □ | g) Accessories/Optional equipment | | □ □ □ |
|  | b) Engine coolant | Level Leaks | □ □ □ | h) Function-enable (deadman) devices | | □ □ □ |
|  | c) Hydraulic oil | Level Leaks | □ □ □ | 20) Emergency/Auxiliary controls | | □ □ □ |
|  | d) Transmission oil | Level Leaks | □ □ □ | 21) Seatbelt/PFPS | | □ □ □ |
|  | e) Fuel/Battery | Level Leaks | □ □ □ | 22) Other: | | □ □ □ |
| 6) | Hydraulics: |  |  | **GENERAL** | | **OK NO N/A** |
|  | a) Cylinders/Rods/Pin locks | | □ □ □ | 23) Housekeeping | | □ □ □ |
|  | b) Hoses/Lines/Fittings | | □ □ □ | 24) Manufacturer's operating manual | | □ □ □ |
| 7) | Capacity plate/Load charts | | □ □ □ | 25) Decals/Signs/Control markings/Inspection notices | | □ □ □ |
| 8) | Windows/Screens/Doors | | □ □ □ | 26) Other: | | □ □ □ |
| 9) Overhead guard/Cab | | | □ □ □ | **WORKPLACE INSPECTION** | | **OK NO N/A** |
| 10) Mast/Boom | | | □ □ □ | 27) Drop-offs or holes | | □ □ □ |
| 11) Carriage & lifting/Work attachment(s) | | | □ □ □ | 28) Bumps & floor/Ground obstructions | | □ □ □ |
| 12) Counterweight/Counterweight bolts | | | □ □ □ | 29) Debris/Slippery floors | | □ □ □ |
| 13) Fire extinguisher(s)/Suppression system | | | □ □ □ | 30) Overhead obstructions | | □ □ □ |
| 14) Other: | | | □ □ □ | 31) Electrical conductors | | □ □ □ |
|  | | |  | 32) Hazardous locations | | □ □ □ |
|  | | |  | 33) Slopes | | □ □ □ |
|  | | |  | 34) Ground/Surface & support conditions | | □ □ □ |
|  | | |  | 35) Pedestrian/Vehicle traffic | | □ □ □ |
|  | | |  | 36) Weather conditions | | □ □ □ |
|  | | |  | 37) Other possible hazards | | □ □ □ |
| **Report any problems found to your supervisor/employer. ALWAYS lock/tag-out unsafe equipment.** | | | | | | |
| **COMMENTS** | | | | | | |
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| Additional inspections by (print name): | | | | | | |
|  | | | | | | |

*This report should be sent in once a week to construction safety and this copy placed in your onsite folder*