

Forklift Operator's Daily Checklist



Company Name : _____ Date: _____

Week beginning. _____ Checked by: _____

Note: This check must be made by the truck operator daily at the start of the shift. Check () OK or Needs repair or adjustments (give details in the comments section below). Retain this form for one year.

Sr.	Forklift Operator's Daily Checklist	DAY OF THE WEEK													
		MON		TUES		WED		THURS		FRI		SAT		SUN	
V I S U A L C H E C K S	Inspection Sequence	OK	Repair	OK	Repair	OK	Repair	OK	Repair	OK	Repair	OK	Repair	OK	Repair
	DAMAGE - Bent, dented or broken parts														
	LEAKS – Fuel, oil, radiator, hydraulics														
	TIRES & WHEELS – Drive wheels, steer wheels, load wheels, casters, etc.														
	FORKS – Secure, not bent, cracked, or badly worn														
	CHAINS, CABLES & HOSES – In place and readily available														
	BATTERY – Battery cable and connector condition. Cable routing (not outside of the truck). Battery retainer securely in place.														
	GUARDS – All guards are in place and condition. Overhead, load backrest, etc. Gates and side rails														
	MECHANICAL SAFETY DEVICES – Operator harness or seat belt, fire extinguisher, name/data plate, warning labels, etc. in good condition.														
	OPERATOR COMPARTMENT/CONTROLS – All controls, steering tiller, pedals, etc. in good condition. Seat locks in position.														

O P E R A T I O N A L C H E C K S	POWER UP – Turn on the key. All indicators such as lights and alarms are working correctly.														
	POWER DISCONNECT – Cuts off all electrical power.														
	ELECTRICAL SAFETY DEVICES – Horn, audible signals, entry bar, flashing lights, indicator lights, etc. work properly														
	STEERING – No binding, no excessive play														
	BRAKES & TRAVEL CONTROLS – Check to brake & plugging distances while travelling slowly at first. If ok, then check at higher speeds. Acceleration is smooth, not jerky.														
	PARKING BRAKE – Seat, hand, or foot														
	HYDRAULIC CONTROLS – Test all hydraulic functions for smooth and proper operation and no unusual noise.														
	ATTACHMENTS – Function properly, no unusual noise, securely in place, especially removable attachments.														
	LIMIT SWITCHES – Travel limit, lift limit, tilt limit, safety reverse (walkies), etc.)														
	BATTERY CHARGE – Discharge meter in full green or 75% charge after raising forks.														
	WIRE GUIDANCE (SP and Turret Option) – Acquisition, tracking. Brakes set, alarm works, test by slowly driving off end aisle wire.														
	END AISLE CONTROL (SP and Turret Option) – The alarm beeps and the truck slows down or stops as programmed at the aisle end.														

Caution –

- A. If the truck is found to require repair or in any way unsafe, or contributes to an unsafe condition, the matter shall be reported immediately to the designated authority, and the truck/vehicle shall not be driven or operated until it has been restored to a safe operating condition.
- B. If during operation, the truck becomes unsafe in any way, the matter shall be reported immediately to the designated authority, and the truck shall not be operated until it has been restored to safe operating condition.
- C. Do not make repairs or adjustments unless specifically authorized to do so.