

FORKLIFT INSPECTION CHECKLIST

FORKLIFT NO.: _____

WEEK OF: _____

DEPARTMENT: _____

SUPERVISOR: _____

INSTRUCTIONS: Check each area that's sufficient and doesn't need attention. For any area that isn't sufficient, explain in detail below the deficiencies noted during the inspection. Make sure these issues are addressed before the forklift is used.

VISUAL INSPECTION	MON	TUE	WED	THU	FRI	SAT	SUN
Damage: No bent, dented, or broken parts, mast, forks							
Leaks: No visual leaks							
Wheels and tires: No wear, damage, or low air pressure							
Fluid levels: Oil, fuel, and radiator levels are good							
Safety devices work: Flashing lights, backup alarms, and horn							
OPERATIONAL CHECK							
Gauges: All gauges are working							
Steering: Steering is in good, working condition							
Lights: All headlights and warning lights are working							
Brakes: Foot and parking brakes are in good, working condition							
Forks: Forks raise and lower properly							
INSPECTORS INITIALS							

DETAILS ON ANY DEFICIENCIES NOTED ABOVE: _____

WEEKLY SUPERVISOR & INSPECTOR SIGNATURES INDICATING INSPECTIONS HAVE BEEN COMPLETED

Inspector's Signature _____ Supervisor's Signature _____