



Your Company Name
 123 Company Lane - New York, NY 12345
 Tel. (123) 456-7890 - Fax. (123) 456-7890

Forklift ID: _____

FORKLIFT PRE-SHIFT INSPECTION CHECKLIST

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
Date:														
Inspector's Initials:														
ITEM INSPECTED	OK	Repair	OK	Repair	OK	Repair	OK	Repair	OK	Repair	OK	Repair	OK	Repair
Forks, Backrest, Carriage														
Mast, Chain, Hydraulic Lines														
Tires, Axles														
Overhead Guard/ROP														
Fuel Tank & Connections														
Engine Oil Level														
Radiator Water Level (Cold)														
Fuel Level														
Leaks under Fork Lift														
Seat and Seat belts														
Horn and/or Backup alarm														
Lights														
Gauges and Instruments														
All Brakes														
Hydraulic Controls & Lift														
Steering														

1. This checklist must be completed daily and retained for documentation for at least one year.
2. If the forklift is found to be unsafe, the condition must be reported immediately to the supervisor and repaired.
3. No forklift shall be operated with a leak in the fuel system.