



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

Daily Pre-Trip Forklift Checklist

Unit #

Hour Meter Reading:

Item	Description	Method	Look For	Status	
				OK	Not OK
1	Hydraulic Fluid	Visual	No Leaks on floor		
2	Horn	Audible	Working?		
3	Parking Brake	Operation	Resist when applied		
4	Service Brake	Operation	Resist when applied		
5	Steering	Operation	Free play (1/4 turn)		
6	Forward and Reverse	Operation	Smooth and even?		
7	Lift and Tilt	Operation	Smooth and even?		
8	Limit Switch	Visual	Is it engaged?		
9	Hitch and Pin	Operation	Seats when engaged		
10	Power Cables	Visual	No bare wires or cuts		
11	Battery Connector	Visual	Intact, not broken		
The items above should be repaired immediately! The items below should be repaired as soon as possible.					
12	Lights	Visual	Working?		
13	Tires	Visual	Check condition		
14	Hours Meter	Visual	Working?		

Operator

Out of service date:

Supervisor

Back in service date:

Date of inspection:

Time: