



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

# Daily Forklift Inspection Checklist

Date: \_\_\_\_\_

Unit Serial Number: \_\_\_\_\_

Inspected By: \_\_\_\_\_

	OK	Low	Overfilled	Comments
<b>1 - Fluid Levels</b>				
Engine Oil				
Coolant				
Hydraulic Oil				
Transmission Oil				
Differential				
Brake Fluid				
Battery Water Level				

	OK		Comments
	Yes	No	
<b>2 - Engine</b>			
Oil Leak			
Starting			

	OK		Comments
	Yes	No	
<b>3 - Transmission</b>			
Oil Leak			
Operation			

	OK		Comments
	Yes	No	
<b>4 - Electrical (Operating Properly)</b>			
Horn			
Directional Signals			
Tail Lights			
Brake Lights			
Reverse Lights			
Headlights			
Dash Gauges			

	OK		Comments
	Yes	No	
<b>5 - Safety</b>			
Backup Alarm/Strobe Light			
Seat Belt			

	OK		Comments
	Yes	No	
<b>6 - Steering/Operation</b>			
Brakes (Tight)			
Steer Tires			
Drive Tires			
Steering Properly			

	OK		Comments
	Yes	No	
<b>7 - Mast</b>			
Operation (Lift/Tilt)			
Fork Locks Operational			
Load Back Rest			
Check Hoses & Cylinders for leaks			
Slack in Chains			
Hydraulic Leak			

	OK		Comments
	Yes	No	
<b>8 - Cooling System</b>			
Check Radiator for Debris			
Leaks			