Forklift Pre-Shift Inspection Checklist

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A quick daily checklist operators can use before starting a shift. Not a substitute for formal OSHA training — pair this with certified instruction and your workplace's own inspection procedures.

Date: _____ **Operator:** _____

Visual Inspection (Engine/Power Off)

- ☐ Check tires for wear, damage, or low pressure
- ☐ Inspect forks for cracks, bends, or excessive wear
- ☐ Check for fluid leaks (oil, hydraulic fluid, coolant, battery fluid)
- ☐ Inspect the mast and chains for damage or excessive wear
- ☐ Confirm the overhead guard is intact and secure
- ☐ Check the seatbelt for damage and proper function
- ☐ Confirm the data plate (capacity rating) is legible and attached

Operational Check (Engine/Power On)

- ☐ Test the horn
- ☐ Test all lights (headlights, taillights, warning lights/beacon)
- ☐ Test the service brake and parking brake
- ☐ Test steering for smooth, responsive operation
- ☐ Test lift/lower controls
- ☐ Test tilt controls
- ☐ Check the backup alarm (if equipped)
- ☐ Confirm gauges and warning indicators are functioning normally

Before Driving

- ☐ Adjust seat and mirrors
- ☐ Fasten seatbelt
- ☐ Confirm the work area is clear of pedestrians and obstructions
- ☐ Report any issues found above before operating — do not operate a forklift with a known safety defect

This checklist is a quick reference and doesn't replace formal OSHA training or your workplace's own inspection procedures. © Shield Certificates — shieldcerts.com