

Forklift Inspection Checklist

Complete before every shift — required under OSHA 29 CFR 1910.178(q)(7). If any item fails, stop: tag the forklift out of service and report the defect before it's used again.

FORKLIFT ID / ASSET #	DATE	SHIFT / TIME	HOUR METER / ODOMETER
OPERATOR NAME		POWER TYPE (CIRCLE ONE): ELECTRIC / PROPANE / INTERNAL COMBUSTION	

1 Visual Walk-Around

Key off. Walk the full perimeter of the truck.

ITEM	PASS	FAIL
Forks, heel, and retaining pins — no cracks or bends	☐	☐
Mast, carriage, and lift chains — no damage or excessive slack	☐	☐
Tires and wheels — no cuts, chunking, or loose lug nuts	☐	☐
Overhead guard and load backrest extension — intact	☐	☐
Data / capacity plate — clean, legible, matches attachments	☐	☐
Hydraulic hoses and undercarriage — no fluid leaks	☐	☐

2 Power System Check

Key off. Complete only the column matching this truck's power type.

Electric ☐ Battery restraints secure ☐ Cable / connector condition ☐ Electrolyte level	Propane ☐ Tank properly mounted / secured ☐ Relief valve correctly oriented ☐ Hoses / fittings — no wear or leaks	Internal Combustion ☐ Engine oil level ☐ Coolant level ☐ Belts, hoses, air filter
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3 Functional Test

Key on. Confirm every safety-critical control responds correctly.

ITEM	PASS	FAIL
Service brake and parking brake hold	☐	☐
Steering response — no excessive play	☐	☐
Horn, headlights, and backup alarm	☐	☐
Hydraulic lift and tilt controls through full range	☐	☐
Seatbelt latches and seat presence switch disables travel	☐	☐

Fail any item, stop. If a control feels sluggish, delayed, or inconsistent, treat it as a fail even if it technically still functions. A single failed item takes the forklift out of service.

4 Defects & Notes

Document every failed item: name the component, describe the issue in plain terms, and attach a photo if possible. Example: "Left fork tip bent, approx. 1 inch" — not "forks bad."

ITEM / DEFECT DESCRIPTION

Overall Result

☐ PASS — Safe to operate

☐ FAIL — Tag out of service

If this forklift failed: tag it out of service immediately, report the defect through your maintenance channel (supervisor, ticket, or digital report), and keep it parked until a qualified technician clears it. Don't rely on a verbal heads-up at shift change.

OPERATOR SIGNATURE

DATE / TIME

REVIEWED BY (IF FAILED)

DATE / TIME

Reference: OSHA 29 CFR 1910.178(q)(7) requires every powered industrial truck to be examined before use each shift, and any truck found unsafe to be removed from service until repaired. Keep completed inspection records — at least one year of history is standard practice.

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