

# FORKLIFT PRE-SHIFT INSPECTION CHECKLIST

Forklift Operator - **Perform pre-shift inspection at the Start of Every Shift/Task.**  
 Note general vehicle condition. Clear away all collected debris. Check for mechanical damage and loose or leaking components.



**Before starting engine check the following:**

Visual Inspection	Status		Remarks
	OK	Service Needed	
Walk around inspection (warning decals, capacity plate, etc.)	_____	_____	_____
Forks/locking pins, Carriage, Mast	_____	_____	_____
Wheels, Tires & Lug Nuts (condition/pressure)	_____	_____	_____
Engine (check oil level and for leaks)	_____	_____	_____
Transmission (check oil level and for leaks)	_____	_____	_____
Engine Belts (check for adjustment/wear)	_____	_____	_____
Air cleaner	_____	_____	_____
Radiator (check coolant level)	_____	_____	_____
Hydraulic Tank (check oil level & for leaks)	_____	_____	_____
Fuel Tank (secure, valve open & fuel level)	_____	_____	_____
Overhead Guard (no damage)	_____	_____	_____
Seat Belt	_____	_____	_____
Other (loose, damaged or missing parts)	_____	_____	_____

**After starting engine check the following:**

Operational Inspection	Status		Remarks
	OK	Service Needed	
Engine (does it sound normal)	_____	_____	_____
Instruments (check for normal readings)	_____	_____	_____
Exhaust system (check for leaks & excessive smoke)	_____	_____	_____
Wipers, Lights & Signals	_____	_____	_____
Horn & Back Up Alarm	_____	_____	_____
All Hydraulic controls (Lift, Tilt, side shift)	_____	_____	_____
Transmission & Clutch (direction & speed range)	_____	_____	_____
Brakes	_____	_____	_____
Steering	_____	_____	_____

**Note anything abnormal or in need of repair:** \_\_\_\_\_

Operator \_\_\_\_\_

Date \_\_\_\_\_

Vehicle # \_\_\_\_\_

Hour Meter Reading \_\_\_\_\_

