Forklift Daily Inspection Checklist

Unit: _____ Date: _____ Shift: _____ Operator: _____

Visual checks, engine or motor off (all trucks)	OK	Repair
Look for leaks: fuel, hydraulic oil, engine oil, radiator coolant, or battery.	☐	☐
Check tire condition and pressure.	☐	☐
Check the forks, including the top clip retaining pin and the heel.	☐	☐
Confirm the load backrest is securely attached.	☐	☐
Confirm the overhead guard is attached.	☐	☐
Confirm the finger guards are attached.	☐	☐
Check battery water/electrolyte level and state of charge.	☐	☐
Check the hydraulic fluid level.	☐	☐
Check the transmission fluid level with the dipstick.	☐	☐
Check the brake fluid level.	☐	☐
Make sure the operator's manual is on the truck in its container.	☐	☐
Confirm the nameplate (capacity plate) is attached and matches the model, serial number and attachments.	☐	☐
Check operator protection: seat belt works smoothly on sit-down trucks; fall protection or restraint works on man-up trucks.	☐	☐

Internal combustion and LPG trucks only (engine off)	OK	Repair
On LPG trucks, inspect the propane tank for rust, corrosion and damage.	☐	☐
Visually check all engine belts.	☐	☐
Check the engine oil level with the dipstick.	☐	☐
Check the engine air cleaner: squeeze the rubber dirt trap or check the restriction alarm, if fitted.	☐	☐
On diesel trucks, check the fuel sedimentor.	☐	☐
Check the radiator coolant level.	☐	☐
Make sure the hood latch is adjusted and securely fastened.	☐	☐

Electric trucks only (motor off)	OK	Repair
Adjust and fasten the battery restraint system.	☐	☐
Check cables and connectors for frayed or exposed wires.	☐	☐

Operational checks, engine or motor on	OK	Repair
Check that the accelerator or direction control pedal works smoothly.	☐	☐
Test the service brake.	☐	☐
Test the parking brake.	☐	☐
Check that steering operates smoothly.	☐	☐
Test the drive control in forward and reverse.	☐	☐
Test the tilt control forward and back.	☐	☐
Test the hoist and lowering control.	☐	☐
Test the attachment controls, if the truck has an attachment.	☐	☐
Check that the horn and lights work (and alarms, where fitted).	☐	☐
Check gauges and instruments: on engine trucks, ammeter, oil pressure, hour meter, fuel, temperature; on electric trucks, hour meter and battery discharge indicator.	☐	☐
Listen for unusual noises and have them investigated right away.	☐	☐

Defects found / action taken:

Signature: _____

Sources (checked 2026):

Sample Daily Checklists for Powered Industrial Trucks - https://www.osha.gov/training/library/powered-industrial-trucks/checklist
eTool : Powered Industrial Trucks (Forklift) - Operating the Forklift - Pre-Operation - https://www.osha.gov/etools/powered-industrial-trucks/operating-forklift/pre-operation
Free from www.warehousemachines.com. The manufacturer's manual and data plate always come first.