



# Forklift Inspection & Maintenance Checklist

## Pre-Operation Inspection

Checks performed by the operator before each shift to ensure safe operation.

### Date of Inspection

### Time of Inspection

### Operator Name

- ☐ Select Operator
- ☐ Operator 1
- ☐ Operator 2
- ☐ Operator 3

### Forklift ID/Asset Tag

- ☐ Select Forklift ID
- ☐ Forklift 001
- ☐ Forklift 002
- ☐ Forklift 003

### Check Seatbelt Condition

- ☐ Functional
- ☐ Damaged
- ☐ Missing

### Check Horn Function

- ☐ Functional
- ☐ Not Functional

### Check Lights (Headlights, Brake Lights, Turn Signals)

- ☐ Functional
- ☐ Not Functional

### Check Backup Alarm

- ☐ Functional
- ☐ Not Functional

## Fluid Levels & Condition

Verification of proper fluid levels and identifying any leaks or contamination.

### Engine Oil Level (inches)

### Engine Oil Condition

- ☐ Clean
- ☐ Slightly Dirty
- ☐ Dirty/Sludgy

### Coolant Level (inches)

Enter a number...

### Coolant Condition

- ☐ Clear
- ☐ Cloudy
- ☐ Rusty/Dirty

### Hydraulic Fluid Level (inches)

Enter a number...

### Describe any fluid leaks (if any)

Write something...

### Fuel Condition

- ☐ Clean
- ☐ Dirty/Contaminated

## Tires & Wheels

Inspection of tires, wheels, and related components for wear, damage, and proper inflation.

### **Tire Condition (Each Tire)**

- ☐ Good
- ☐ Fair
- ☐ Damaged
- ☐ Needs Replacement

### **Tire Pressure (PSI) - Front Left**

Enter a number...

### **Tire Pressure (PSI) - Front Right**

Enter a number...

### **Tire Pressure (PSI) - Rear Left**

Enter a number...

### **Tire Pressure (PSI) - Rear Right**

Enter a number...

### **Wheel Damage**

- ☐ None
- ☐ Cracks
- ☐ Bent
- ☐ Missing Lug Nuts

### Notes on Tires/Wheels (e.g., cuts, bulges, excessive wear)

Write something...

## Forks & Attachments

Examination of forks, attachments, and their mounting hardware for integrity and functionality.

### Fork Width (inches)

Enter a number...

### Fork Length (inches)

Enter a number...

### Fork Condition

- ☐ Good
- ☐ Fair
- ☐ Poor - Requires Repair/Replacement

### Fork Wear/Damage

- ☐ None
- ☐ Minor Wear
- ☐ Cracks
- ☐ Bends
- ☐ Significant Damage - Requires Replacement


### Attachment Type (if applicable)

- ☐ Forks (Standard)
- ☐ Side Shifter
- ☐ Rotator
- ☐ Clamp
- ☐ Other (Specify in Long Text)

### Attachment Notes/Details (if 'Other' selected above)

Write something...

### Attachment Photo (if issues detected)

 Upload File

## Safety Equipment

Verification of operational safety devices such as lights, horn, seatbelt, and backup alarm.

### Horn Functionality

- ☐ Functional
- ☐ Defective

### Headlight Functionality

- ☐ Functional
- ☐ Defective

### Backup Alarm Functionality

- ☐ Functional
- ☐ Defective

### Seatbelt Integrity

- ☐ Intact
- ☐ Damaged/Missing

### Steering Light (if equipped)

- ☐ Functional
- ☐ Not Equipped
- ☐ Defective

### High-Visibility Reflectors Condition

- ☐ Intact and Clean
- ☐ Damaged or Missing

## Mechanical Components

Checks of engine, transmission, brakes, steering, and other mechanical systems.

### Engine Hours

### Engine Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

### Transmission Type

- ☐ Automatic
- ☐ Manual

### Brake Performance

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

### Steering Operation

- ☐ Smooth
- ☐ Noticeable Play
- ☐ Difficult Steering

### Notes on Mechanical Components

Write something...

## Hydraulic System

Inspection of hydraulic hoses, cylinders, and pump for leaks and proper function.



### Hydraulic Fluid Level Check

Write something...

### Hydraulic Fluid Condition (Color, Smell, Contamination)

Write something...

### Hydraulic Oil Pressure (PSI)

Enter a number...

### Hose Condition

- ☐ Good
- ☐ Minor Wear
- ☐ Significant Wear/Damage
- ☐ Leaking

### Cylinder Condition

- ☐ Good
- ☐ Minor Leakage
- ☐ Significant Leakage
- ☐ Sticking/Slow Movement

### Pump Performance

- ☐ Normal
- ☐ Noisy
- ☐ Reduced Flow
- ☐ Erratic Operation

### Any Hydraulic Leaks Observed (Location & Description)

Write something...

## Maintenance Records Review

Review of previous maintenance logs to identify recurring issues and schedule follow-up work.

### Last Scheduled Maintenance Date

Enter date...

### Operating Hours Since Last Maintenance

Enter a number...

### Summary of Previous Maintenance Issues

Write something...

### Were any recurring issues noted?

☐ Yes

☐ No

### (If Yes) Describe Recurring Issues

Write something...


### Date of Next Scheduled Maintenance

Enter date...

### Estimated Operating Hours Until Next Maintenance

Enter a number...

### Upload Previous Maintenance Log (Optional)

 Upload File