



TRU Daily Inspection Checklist for Forklift Truck

(Do inspections in conjunction with the operator’s manual for the forklift truck being used.)

Perform pre-operating checks on equipment, loads, the location of other works and the work environment.

Date: _____ **Location:** _____ **Forklift #** _____

PROPANE FORKLIFT TRUCK

Comments

Key Off Procedures:

1. The walk around inspection:

- Overhead guard and mountings _____
- Hydraulic cylinders _____
- Mast assembly _____
- Lift chains and rollers _____
- Carriage and carriage bolts and brackets _____
- Forks and fork locks _____
- Tires, rims and wheel bolts _____
- Propane tank, hose, gauges, and brackets _____
- Fire extinguisher and bracket _____

2. Examine the battery

- All caps are on the battery _____
- Fluid level _____
- Cables are not cracked _____
- Connections are all secure _____

3. – Check the hydraulic fluid level _____

4. - Check engine oil level _____

5. – Check the engine coolant level

Key On Procedure:

1. Test the front, tail and brake lights

Engine Running Procedure:

1. Check gauges

- Oil Pressure indicator
- Ammeter indicator
- Hour Meter
- Water Temperature gauge

2. Test basic equipment

- Steering (no more than ¼ turn free play)
- Brakes (foot, hand and/or seat brake if equipped)
- Horn
- Back up warning device
- Seat
- Seat Belt
- Forward , reverse and neutral positions

3. Check the operation of load handling attachments

- Tilt, side shifter, up and down controls

4. Fill out daily log and give to your supervisor

Check list for Loads

- Weight
- Capacity
- Unusual size

- Irregular shape
- Type of pallet
- Secured/stretch wrapped
- Right material to be moved
- Hazardous materials – Type, MSDS available, emergency procedures in place

Work Environment

- Location of other works in the immediate area
- Work space
- Lighting
- Signs
- Marked aisle ways
- Floor capacities
- Docks
- Noise
- Housekeeping – water, debris, oil
- Hazardous operating environment

Comments
