Appendix D: Frequent Inspection Guide for Forklifts (Electric)
(Daily or Before Each Use)

Instructions:

Use this guide for frequent inspections(before, during and after operation) of forklifts.

OPERATORS PRE-USE SAFETY INSPECTION CHECKLIST ELECTRIC LIFT TRUCK

Operator must make the visual checks listed below before operating this vehicle.

ITEM	NA*	OK	Faulty
1. Fluid Leaks: Under Truck			
2. Data Plate: Attached / Legible			
3. Wheels and Tires: Condition			
4. Chain: Condition / Proper Tension			
5. Hydraulic Hose: Condition / Leaks			
6. Chain and Hose Guards: In Place			
7. Mast Cap Bolts: In Place / Secure			
8. Safety Stops and Latches: In Place			
9. Forks: Conditions / Tips Even			
10. Forks: Ground Clearance at Heel			
11. Fork Positioning Latches:			
In Place / Proper Tension			
12. Carriage Teeth: Condition			
13. Overhead Guard: In Place / Condition			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

NA = Not Applicable

REMEMBER: Tag Out Faulty Vehicle and Contact Supervisor

Forklift Safety Inspections: A Team Effort

(Complete Both Sides)

OPERATORS PRE-USE SAFETY INSPECTION CHECKLIST ELECTRIC LIFT TRUCK

Operator must make the visual checks listed below before operating this vehicle.

ITEM	NA	OK	Faulty
1. Neutral Safety Switch: Operating			
2. Horn			
3. Backup Alarm			
4. Head Lights			
5. Turn Signals			
6. Wiper(s)			
7. Warning Light			
8. Foot Brake: Pedal Holds/Smooth Stop			
9. Parking Brake: Holds Against Accel.			
10. Directional Controls: Smooth Operation.			
11. Motor Noise: Normal			
12 Emergency Battery Disconnect			
13. Dash Gauges			
14. Battery Voltage: In Operating Range			
15. Steering			
16 Lift Mechanism: Smooth Operation			
17. Tilt Mechanism: Smooth Operation			
18. Side Shifter: Smooth Operation			
19. Fluid Leaks: Under Truck/ Near Hoses			
20. Deadman Seat Brake			
21.			

NA = Not Applicable

REMEMBER: Tag Out Faulty Vehicle and Contact Supervisor

Forklift Safety Inspections: A Team Effort

(Complete Both Sides)