FORKLIFT PRE-SHIFT INSPECTION

01 / Truck details and checks

Frequency: before the truck is placed in service each day, and after each shift where trucks run round the clock

Applies to: powered industrial trucks (forklifts): electric, LPG, diesel, gasoline

Revision: 2.0

Walk-around with forks down, controls neutral, power off, brake set; then function test, area clear. Authorized persons repair. N/A only for parts the truck lacks.

Site / location	Date	Time / shift	Operator / inspector

Truck #	Make / model	Hour meter reading	Power type (Electric / LPG / Diesel / Gas)

Attachment fitted (none / type)	Operator evaluation date	Last scheduled service date

C = critical: Fail means do not use, tag out, remove the key, tell the supervisor.

	Check (observable condition)	Pass	Fail	N/A
	Operator and paperwork			
C	1. Trained and authorized for this truck type; last operator evaluation within 3 years (date in header) Supervisor assigns a qualified operator.	☐	☐	☐
C	2. Earlier defect reports closed, or supervisor signed the truck safe to use Do not use until the supervisor clears it.	☐	☐	☐
C	3. Data plate (capacity plate) on the truck, readable, and shows the attachment now fitted	☐	☐	☐
C	4. No added counterweight, welded-on parts or other changes not on the data plate	☐	☐	☐
	Walk-around (truck off)			
C	5. Tires: no chunks, deep cuts, bond separation or flat spots; air tires inflated; wheel nuts all tight	☐	☐	☐
C	6. Forks: no cracks at heel or hooks, no bends, tips level; heel wear within manufacturer limit	☐	☐	☐
C	7. Fork locking pins in place and engaged; forks cannot slide off the carriage	☐	☐	☐
C	8. Lift chains: both present, even, oiled; no broken, cracked or rusted links, no missing pins; stretch in limit	☐	☐	☐
C	9. Mast, carriage and rollers: no cracks, bent rails, loose or missing bolts	☐	☐	☐
C	10. Load backrest in place, not bent or cracked	☐	☐	☐
C	11. Overhead guard in place, not bent or cracked, no missing bolts	☐	☐	☐
C	12. Hydraulics: no drips at cylinders, hoses or fittings; hoses not chafed or bulging; no fresh puddle	☐	☐	☐
	13. Hydraulic oil level inside the dipstick or sight glass marks (truck level, forks down) Top up; report.	☐	☐	☐
C	14. Seat belt present, not cut or frayed, latches and holds when tugged, retracts	☐	☐	☐
C	15. Seat secure and locked in position; steps and grab handles secure	☐	☐	☐
C	16. Truck and floor plate clean: no lint, oil or grease build-up; no loose tools in operator area Clean before use.	☐	☐	☐
	17. Fire extinguisher (where site requires one) mounted, pin and seal in place, gauge in the green Report; replace where required.	☐	☐	☐

FORKLIFT PRE-SHIFT INSPECTION

01 / Truck details and checks (continued)

	Check (observable condition)	Pass	Fail	N/A
	Electric trucks only			
C	18. Battery in place with hold-down or restraint fitted; battery cannot shift	☐	☐	☐
C	19. Battery connector and cables: housing not cracked, no burnt or melted pins, no bare wire; fully mated	☐	☐	☐
C	20. Charger unplugged; charging cable and plug not damaged Report the damaged charger part.	☐	☐	☐
	21. Battery top clean and dry, vent caps on, no tools or metal on top Clean, replace caps; report.	☐	☐	☐
	22. Electrolyte level (flooded batteries) at the manufacturer mark; never use an open flame to check Tell the battery waterer; do not overfill.	☐	☐	☐
	23. Battery charge indicator shows enough charge for the shift Charge or change the battery.	☐	☐	☐
	LPG trucks only			
C	24. Cylinder held by its bracket, strap latched; cannot slip, rotate or jar loose	☐	☐	☐
C	25. Cylinder on its locating pin, relief valve pointing up; relief valve cap in place Reseat or change the cylinder.	☐	☐	☐
C	26. Cylinder: no dents, gouges, bulges, heavy rust or fire damage; collar intact; within requalification date Tag the cylinder; return it to the supplier.	☐	☐	☐
C	27. Fuel hose not cracked, cut or bulging; quick coupling fully engaged and hand tight	☐	☐	☐
C	28. No leak: no gas smell, hissing or frost on fittings (soapy water test if in doubt; never a flame) Close cylinder valve; no ignition sources; tell supervisor.	☐	☐	☐
	29. No more than two LPG cylinders on the truck Remove the extra cylinder before use.	☐	☐	☐
	Diesel and gasoline trucks only			
	30. Engine oil level between the dipstick marks (engine off) Top up; report.	☐	☐	☐
	31. Coolant level in range on the overflow tank (check cold only) Top up; report.	☐	☐	☐
C	32. No fuel leak at tank, lines or filter; fuel cap on; spilled fuel cleaned up before starting	☐	☐	☐
	33. Water muffler (if fitted) filled to at least 75 percent of full Fill before use.	☐	☐	☐
	Function test (running, area clear)			
C	34. No warning lights stay on after start; gauges normal; hour meter runs	☐	☐	☐
C	35. Horn sounds clearly	☐	☐	☐
C	36. Reverse alarm sounds in reverse; strobe or beacon flashes (where fitted)	☐	☐	☐
C	37. Headlights, work lights and tail lights work (where fitted) No use in dim areas or after dark; report.	☐	☐	☐
C	38. Mirrors (where fitted) in place, clean, not cracked, set for the operator Do not use until replaced or fixed.	☐	☐	☐
C	39. Service brake: pedal firm; truck stops smoothly and straight	☐	☐	☐
C	40. Parking brake holds the truck when set	☐	☐	☐
C	41. Steering turns full left and right smoothly, no binding or excess play	☐	☐	☐
C	42. Lift and lower smooth to full height (watch overhead); chains even; no creep down in neutral	☐	☐	☐
C	43. Tilt forward and back smoothly; mast holds where stopped	☐	☐	☐
C	44. Side-shift and attachment work both ways; attachment locked on; hoses not pinched or leaking Do not use the attachment or the truck.	☐	☐	☐
C	45. Levers and pedals return to neutral; control labels readable; presence switch works (where fitted)	☐	☐	☐
C	46. No exhaust smoke, sparks or flame; no overheating; no grinding, knocking or new noise Shut down.	☐	☐	☐

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02 / Findings and disposition

Record each Fail by number. The truck stays out until an authorized repair is checked and signed. Keep this record 1 year.

Result	Yes	No
Released for use No = tag the truck "Do not operate", remove the key, record on the findings page, notify supervisor.	☐	☐

Operator signature	Supervisor (if No)	Time released / tagged out	Key held by

Item / finding	Required action	Responsible person	Due date	Completion / verified by

Immediate controls / held from use / person notified	Checks not completed / N/A reasons

Operator acknowledgement	Supervisor / authorized reviewer	Review date

Site-specific additions

Attachment checks, manufacturer limits (fork heel wear, chain stretch, mast drift) and site rules (speed, pedestrian routes, ramps, docks), with the source.

Additional item	Details / result / value	Reference

Manufacturer fork heel wear limit	Manufacturer chain stretch limit	Manual / page	Additional notes / attachments