

## Daily Inspection Checklist: Electric Forklift Truck

Date	Operator	Fuel							
Truck #	Model #	Engine Oil							
Department	Serial #	Radiator Coolant							
Shift	Hour Meter	Hydraulic Oil							
KEY-OFF Procedures			MON	TUES	WED	THURS	FRI	SAT	SUN
<b>Vehicle inspection</b> - Check the forklift for leaks, cracks, and visible defects:									
Overhead guard									
Hydraulic cylinders									
Mast assembly									
Lift chains and rollers									
Forks									
Tires - condition & pressure									
<b>Battery condition:</b>									
Water/electrolyte level and charge									
Battery restraint system – adjust and fasten									
<b>Check fluid levels:</b>									
Hydraulic fluid level									
Transmission fluid level									
Brake fluid									
<b>Confirm load backrest extension functions</b>									
<b>Check finger guards are in place</b>									
<b>Test all functional safety devices, (i.e., seat belts &amp; horns)</b>									
<b>Operator protection:</b>									
Ensure the operators' compartment is clean of debris									
Sitdown truck - seat belt – functioning smoothly									
Man-up truck – fall protection/restraints									
<b>KEY-OFF Procedures</b>									
<b>Check the gauges:</b>									
Hour meter									
Battery discharge indicator									
Instrument monitors									
<b>Test the standard equipment:</b>									
Steering									
Brakes									
Front, tail, and brake lights									
Horn/back up alarm									
Safety seat (if equipped)									
Drive control forward & reverse									
Tilt control forward & back									
Hoist and lowering control									
<b>Check the operation of load-handling attachments</b>									