



TOOLS & EQUIPMENT

Forklift Daily Inspection Checklist

Frequency: Start of each shift

Date: _____

Job site: _____

Supervisor: _____

Visual (Power Off)

☐	Forks: no cracks, bends; heel wear within limits
☐	Mast, chains, hoses: no damage, leaks, or kinks
☐	Tires: proper inflation/condition, no chunks missing
☐	Overhead guard & backrest secure, undamaged
☐	Fluid levels OK: hydraulic, engine oil, coolant, fuel/charge
☐	No leaks under the truck
☐	Data plate present & legible; capacity fits today's loads
☐	Seatbelt present and functional

Operational (Power On)

☐	Horn, lights, backup alarm work
☐	Steering responsive, no excessive play
☐	Service & parking brakes hold
☐	Lift, lower, and tilt operate smoothly — no drift
☐	Battery/LP: connections tight, no damage
☐	Gauges and warning lights normal

Result

☐	Any fault → tag out of service and report — do NOT operate
☐	Inspection logged (date, truck #, operator signature)

Inspected by: _____ Signature: _____