

## Daily Forklift Checklist (Gas or LPG)

## Operator's Daily Checklist: Gas or LPG Forklift

Check each item before the shift starts. Put a check in the box if the item is OK. Explain any unchecked items at the bottom and report them to a supervisor. **Do not use an unsafe forklift! Your safety is at risk.**

Forklift Serial Number:	
Operator:	
Hour Meter Reading:	Date:
✓	<b>Visual Check</b>
	<b>Tires</b> are inflated and free of excessive wear or damage. Nuts are tight.
	<b>Forks and mast</b> are not bent, worn, or cracked. Upper limit stops are OK.
	<b>Load back rest extension</b> is in place and not bent, cracked or loose.
	<b>Overhead guard</b> is in place and not bent, cracked or loose.
	<b>Attachments</b> (if equipped) operate OK and are not damaged.
	<b>Forklift body</b> is free of excessive lint, grease or oil.
	<b>Engine oil</b> is full and free of leaks.
	<b>Hydraulic oil</b> is full and free of leaks.
	<b>Radiator</b> is full and free of leaks.
	<b>Fuel level</b> is OK and free of leaks.
	<b>Battery connections</b> are tight.
	<b>Covers</b> over battery and other hazardous parts are in place and secure.
	<b>Load rating plate</b> is present and readable.
	<b>Warning decals</b> and operators' manual are present and readable.
	<b>Seat belt</b> or restraint is accessible and not damaged, oily or dirty.
	<b>Engine</b> runs smooth and quiet without leaks or sparks from the exhaust.
	<b>Horn</b> works.
	<b>Turn signal</b> (if equipped) operates smoothly.
	<b>Lights</b> (head, tail and warning) work and are aimed correctly.
	<b>Gauges</b> and instruments are working.
	<b>Lift and lower</b> operates smoothly without excessive drift.
	<b>Tilt</b> operates smoothly without excessive drift or "chatter".
	<b>Control levers</b> are labeled, not loose or binding and freely return to neutral.
	<b>Steering</b> is smooth and responsive free of excessive play.
	Brakes work and function smoothly without grabbing. No fluid leaks.
	<b>Parking brake</b> will hold the forklift on an incline.
	<b>Backup alarm</b> (if equipped) works

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