

	Occupational Safety Program		<b>Forklift Inspection Record</b>		Prepared by:	
	Forklift Safety Program				FHB	
	Form				7/12/2024	
<i>Inspect Forklift Before the Start of Each Shift ( At Least Once Daily , When In Use )</i>			Date	Time	Shift	
Truck ID/Model No.	Operator/Inspector		<b>Hour Meter Reading</b> (Turn key one "position" forward to check Hour Reading)			
			Start:	End:		
Check Appropriate Boxes Below: <input type="checkbox"/> Ok <input type="checkbox"/> Needs Attention or Repair						
<b>Pre-Inspection - Visual Checklist (Prior to Mount)</b>			<b>Inspection - Operational Checklist (In Operator Cab)</b>			
<b>Tire Condition</b> (No excessive wear/splitting, good rim condition, tight wheel nuts, no separation of rubber and rim, proper tire pressure.)				<b>Hydraulic Fluid Level &amp; Master Cylinder Fluid Level</b> (Reservoirs found under Kick Plate below accelerator.)		
<b>Forks</b> (No cracks or other damage, locking pins work correctly.)				<b>Parking Brake</b> (Set parking brake and accelerate - parking brake prevents the forklift from moving.)		
<b>Carriage, Mast &amp; Backrest</b> (No broken welds, mounted securely, no visible damage.)				<b>Service Brake</b> (Brakes slow forklift without jerking or locking, brakes are not too soft.)		
<b>Guards</b> (No broken welds, mounted securely, no visible damage.)				<b>Steering</b> (Steering wheel turns while stopped, turns forklift smoothly and precisely, no strange noise or hesitation.)		
<b>Chains</b> (Clean, lubricated, no visible wear, equal tension.)				<b>Head &amp; Tail Lights</b> (If applicable, check that lights are operational.)		
<b>Specification Plate</b> (Present, Legible, Undamaged)				<b>Back Up Light &amp; Alarm</b> (Lights up & sounds when moving in reverse.)		
<b>Cylinders &amp; Hydraulic Controls</b> (Hydraulic lines ok, hoses ok, secure connections at fittings, no damage to or fluid leaking from lift and tilt cylinders.)				<b>Gauges/Instrument Panel:</b> <b>Battery Power Level, Engine Oil Level, Radiator Water Level, Fuel Level,</b> <b>Warning Lights</b> (Check Gauges/Instruments)		
<b>Damage/Leaks</b> (No damage to forklift or puddles of fluid around or under the forklift.)				<b>Battery Water Level</b> (If applicable, check each battery's water level - located under seat.)		
<b>Remarks:</b>				<b>Other Gauges/Instruments</b>		
				<b>Forks Movement</b> (Check lifting up/down, tilting forward/backward, and shifting left/right.)		