

Forklift Pre-Use Driver Inspection Checklist (Reach Type)

Inspect the forklift before use each shift. Report any deficiencies to the job Foreman / Superintendent. Do not use the lift until problems that affect safe operations have been corrected

First visually inspect the equipment. If safe, then start up and perform the function tests.

Mark each item below with + (OK); Δ (correction needed) or N (not applicable).

Driver Name: _____

Date Certified: _____

Lift ID: _____

INSPECTED BY (Initial)									
DATE:	Day:	M	Tu	W	Th	F	Sa	Note Problem	
Operator Manual & Load Chart									
Tires, Wheels, Axles: damage or leaks									
Battery, terminals, cables									
Lift System									
Forks, boom, load attachments etc. (cracks, welds, connection to lift)									
Cables / rigging for winch attachment									
Engine Compartment:									
Belts, hoses, fan blades, wiring									
Fluid levels (oil / coolant), radiator									
Hydraulics: fluid level, hoses, cylinders, connections									
Loose / Missing Parts									
Operator cab: debris, grease, roll cage,									
START UP CHECKS									
Adjust seat & mirrors									
Seat Belt									
Warning lights & Gauges									
Work Lights									
Horn, Back up alarm									
FUNCTION CHECKS									
Controllers									
Lift Up/Down									
Telescope In /Out									
Tilt and sway									
Winch									
Outriggers									
Limit Switches, level indicators									
Brakes: service & parking									
Steering: 2 wheel & 4 Wheel									
WORK AREA (Issues and plan for safety)									
Electrical lines									
Slopes									
Obstacles / Other Workers & Equipment									
Load / Capacity									

Corrections Needed or Safe Work Plan:

Sample Forklift Pre-Use Checklist