

Forklift Operator's Daily Checklist

Electric Industrial Truck



This sample checklist for electric industrial trucks is featured on the website of the Occupational Health & Safety Administration (OSHA).¹ Refer to the owner's manual, specifications and manufacturer's recommendations to modify the checklist to suit your workplace needs.

RECORD OF FLUID ADDED				
Date		Operator		Battery Water
Truck#		Model#		Hydraulic Oil
Department		Serial#		Hoist Hour Meter Reading
Shift		Drive Hour Meter Reading		

Safety and Operational Checks – Prior to Each Shift

Have a qualified mechanic correct all problems.

MOTOR OFF CHECKS	OK	MAINTENANCE
Leaks – Hydraulic Oil, Battery		
Tires – Condition and Pressure		
Forks, Top Clip Retaining Pin and Heel – Condition		
Load Backrest Extension – Attached		
Hydraulic Hoses, Mast Chains, Cables & Stops – Check Visually		
Finger Guards – Attached		
Overhead Guard – Attached		
Safety Warnings – Attached (Refer to Parts Manual for Location)		
Battery – Water/Electrolyte Level and Charge		
Hydraulic Fluid Level – Dipstick		
Transmission Fluid Level – Dipstick		
Operator's Manual in Container		
Capacity Plate Attached – Information Matches Model, Serial Number and Attachments		
Battery Restraint System – Adjust and Fasten		
Operator Protection Sit-down Truck – Seat Belt – Functioning Smoothly Man-up Truck – Fall protection/Restraining means – Functioning		
Brake Fluid – Check level		

¹ Sample Daily Checklists for Powered Industrial Trucks, https://www.osha.gov/dte/library/pit/daily_pit_checklist.html (downloaded 7/28/16).

MOTOR ON CHECKS (Unusual Noises Must Be Investigated Immediately)	OK	MAINTENANCE
Accelerator Linkage – Functioning Smoothly		
Parking Brake – Functioning Smoothly		
Service Brake – Functioning Smoothly		
Steering Operation – Functioning Smoothly		
Drive Control – Forward/Reverse – Functioning Smoothly		
Tilt Control – Forward and Back – Functioning Smoothly		
Hoist and Lowering Control – Functioning Smoothly		
Attachment Control – Operation		
Horn – Functioning		
Lights & Alarms (where present) – Functioning		
Hour Meter – Functioning		
Battery Discharge Indicator – Functioning		
Instrument Monitors – Functioning		

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