Forklift Operator's Daily Checklist

Internal Combustion Engine Industrial Truck — Gas/LPG/Diesel



This sample checklist for internal combustion engine 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		Fuel			
Truck#		Model#		Engine Oil			
Department		Serial#		Radiator Coolant			
Shift		Hour Meter		Hydraulic Oil			

Safety and Operational Checks — Prior to Each Shift

Have a qualified mechanic correct all problems.

ENGINE OFF CHECKS	ОК	MAINTENANCE
Leaks—Fuel, Hydraulic Oil, Engine Oil or Radiator Coolant		
Tires — Condition and Pressure		
Forks, Top Clip Retaining Pin and Heel — Check Condition		
Load Backrest — Securely Attached		
Hydraulic Hoses, Mast Chains, Cables and Stops—Check Visually		
Overhead Guard — Attached		
Finger Guards — Attached		
Propane Tank (LP Gas Truck) — Rust Corrosion, Damage		
Safety Warnings — Attached (Refer to Parts Manual for Location)		
Battery—Check Water/Electrolyte Level and Charge		
All Engine Belts — Check Visually		
Hydraulic Fluid Level — Check Level		
Engine Oil Level — Dipstick		
Transmission Fluid Level — Dipstick		
Engine Air Cleaner — Squeeze Rubber Dirt Trap or Check the Restriction Alarm (if equipped)		
Fuel Sedimentor (Diesel)		

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

ENGINE OFF CHECKS	ОК	MAINTENANCE
Radiator Coolant — Check Level		
Operator's Manual — In Container		
Nameplate — Attached and Information Matches Model, Serial Number and Attachments		
Seat Belt — Functioning Smoothly		
Hood Latch — Adjusted and Securely Fastened		
Brake Fluid — Check Level		
ENGINE ON CHECKS—Unusual Noises Must Be Investigated Immediately	ок	MAINTENANCE
Accelerator or Direction Control Pedal — Functioning Smoothly		
Service Brake — Functioning Smoothly		
Parking 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 and Lights — Functioning		
Cab (if equipped) — Heater, Defroster, Wipers — Functioning		
Gauges: Ammeter, Engine Oil Pressure, Hour Meter, Fuel Level, Temperature, Instrument Monitors—Functioning		

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