

Electric Forklift Pre Operation Checklist

Operational Scope: This official OpsAuditHub operational document mandates the pre-shift inspection of all electric industrial trucks to mitigate collision, tip-over, and electrical hazards. Compliance is strictly required prior to placing any material handling equipment into active service.

MANDATORY PPE:	High-Visibility Vest (ANSI/ISEA 107), Steel-Toe Safety Boots (ASTM F2413), Safety Glasses (ANSI Z87.1), Industrial Work Gloves, Hard Hat (ANSI Z89.1)
PREREQUISITES:	Ensure the forklift key switch is in the 'Off' position and the emergency brake is fully engaged. Verify the surrounding warehouse aisle is clear of pedestrians, obstructions, and tripping hazards. Inspect the battery charging station area for adequate ventilation and absence of open flames.

VISUAL & NON-OPERATIONAL INSPECTION (ENGINE-OFF)

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	Data Plate & Capacity Decals	Data plate is securely attached, fully legible, and clearly states truck capacity, load center, and weight.	Critical (Immediate Out of Service)	☐ PASS ☐ FAIL ☐ N/A
2	Tires & Wheels	Cushion or pneumatic tires are free from deep cuts, chunking, severe wear, or exposed metal bands; wheel lug nuts are tight.	Critical (Immediate Out of Service)	☐ PASS ☐ FAIL ☐ N/A
3	Forks & Load Backrest	Forks show no cracks, excessive wear (not below 90% original thickness), or bent locking pins; load backrest extension is securely bolted.	Critical (Immediate Out of Service)	☐ PASS ☐ FAIL ☐ N/A
4	Hydraulic Hoses & Mast Chains	Lift chains show equal tension with no excessive wear, rust, or cracked pins; hydraulic lines and cylinders show zero active fluid leaks.	Critical (Immediate Out of Service)	☐ PASS ☐ FAIL ☐ N/A
5	Battery & Cables	Battery restraint is locked in place, cables show no exposed copper or fraying, and terminals are free from excessive acid corrosion.	Critical (Immediate Out of Service)	☐ PASS ☐ FAIL ☐ N/A

OPERATIONAL & FUNCTIONAL TESTING (ENGINE-ON)

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
6	Brakes (Service & Parking)	Service foot brake holds firm without excessive pedal travel; parking brake successfully holds the fully loaded truck on an inclined grade.	Critical (Immediate Out of Service)	☐ PASS ☐ FAIL ☐ N/A
7	Steering Responsiveness	Steering wheel exhibits smooth, continuous operation from lock to lock without excessive play, binding, or delayed hydraulic response.	Critical (Immediate Out of Service)	☐ PASS ☐ FAIL ☐ N/A
8	Horn, Backup Alarm & Strobe	Audible horn and automatic reverse backup alarm sound clearly; amber LED strobe or flashing beacon operational.	Warning	☐ PASS ☐ FAIL ☐ N/A
9	Hydraulic Controls (Lift/Tilt/Reach)	Mast lifting, lowering, tilting, and side-shift levers operate smoothly without binding, stuttering, or uncommanded drift.	Critical (Immediate Out of Service)	☐ PASS ☐ FAIL ☐ N/A
10	Lighting & Blue Spot Safety Light	Headlights, taillights, and pedestrian pedestrian-warning blue spotlights illuminate fully across all operating modes.	Warning	☐ PASS ☐ FAIL ☐ N/A

Certified Forklift Operator Signature: _____	Date / Time: _____	Badge / Cert #: _____
Site Safety Supervisor / Operations Manager Sign-off: _____	Review Date: _____	Audit Status: ☐ Approved ☐ Rectify
COMPLIANCE NOTICE: This document must be archived for a minimum of 12 months in accordance with workplace safety recordkeeping guidelines.		