

Forklift Pre Operation Compliance Checklist

Operational Scope: Mandatory pre-shift inspection protocol designed to verify industrial truck mechanical integrity and prevent catastrophic material handling incidents. Ensures full compliance with federal safety mandates before equipment mobilization.

MANDATORY PPE:	Steel-Toe Boots (ASTM F2413), High-Visibility Safety Vest (ANSI/ISEA 107), Safety Glasses (ANSI Z87.1), Industrial Work Gloves, Hard Hat (ANSI Z89.1)
PREREQUISITES:	Forklift parked on level ground with transmission in neutral and parking brake engaged. Battery charger disconnected or LPG tank securely locked off and checked for leaks. Surrounding staging zone clear of pedestrian traffic and staging obstructions.

PHASE 1: VISUAL & EXTERIOR INSPECTION (ENGINE OFF)

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	Tires and Wheels	Inspect pneumatic or solid tires for deep cuts, chunking, excessive wear, and missing lug nuts or wheel rim damage.	Critical (Immediate Out of Service)	☐ PASS ☐ FAIL ☐ N/A
2	Forks and Load Backrest Extension	Check forks for structural cracks, bending, fork-lock pins in place, and ensure the load backrest is securely bolted.	Critical (Immediate Out of Service)	☐ PASS ☐ FAIL ☐ N/A
3	Mast and Lifting Chains	Inspect mast assembly for excessive wear, hydraulic fluid leaks, and check lift chains for cracked links or misaligned cotter pins.	Critical (Immediate Out of Service)	☐ PASS ☐ FAIL ☐ N/A
4	Fluid Levels (Engine & Hydraulics)	Check engine oil, hydraulic fluid, and coolant levels using dipsticks or sight glasses. Verify absence of active puddles underneath.	Warning	☐ PASS ☐ FAIL ☐ N/A
5	Safety Decals and Capacity Plate	Ensure the capacity plate is fully legible, matches equipment attachments, and all required warning decals are intact.	Warning	☐ PASS ☐ FAIL ☐ N/A

PHASE 2: OPERATIONAL & MECHANICAL TESTING (ENGINE ON)

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
6	Brakes and Parking Brake	Test service foot brake for firm resistance and stopping distance. Verify parking brake holds the fully loaded/unloaded truck on an incline.	Critical (Immediate Out of Service)	☐ PASS ☐ FAIL ☐ N/A
7	Steering System	Check steering wheel play and responsiveness; ensure no excessive binding, lag, or unusual hydraulic noise during turns.	Critical (Immediate Out of Service)	☐ PASS ☐ FAIL ☐ N/A
8	Horn, Lights, and Alarms	Test operational functionality of the travel horn, headlights, taillights, strobe/amber beacon, and backup motion alarm.	Warning	☐ PASS ☐ FAIL ☐ N/A
9	Hydraulic Controls (Lift/Tilt/Reach)	Cycle mast up and down, tilt forward and back, and test auxiliary attachments smoothly through their full range of motion.	Critical (Immediate Out of Service)	☐ PASS ☐ FAIL ☐ N/A
10	Seat Belt and Operator Restraint System	Inspect seat belt webbing for fraying, buckle latching mechanism for secure engagement, and verify seat adjustment locks properly.	Critical (Immediate Out of Service)	☐ PASS ☐ FAIL ☐ N/A

Certified Inspector / Lead 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.		