OpsAuditHub opsauditihub.com	DOC ID: **SAF-0010**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA 29 CFR 1910.178 & ANSI/ITSDF B56.1**	AUDIT FREQUENCY: **Daily Pre-Shift**

Forklift Pre Operation Daily Log Sheet

Operational Scope: Mandates a comprehensive daily pre-operational walkaround inspection for all industrial powered trucks prior to shift deployment. Mitigates catastrophic mechanical failure risks, ensures regulatory compliance, and prevents workplace collision hazards.

MANDATORY PPE:	High-Visibility Class 2 Vest (ANSI/ISEA 107), Steel-Toe Safety Boots (ASTM F2413), Impact-Resistant Safety Glasses (ANSI Z87.1), Industrial Work Gloves, Bump Cap or Hard Hat (ANSI Z89.1)
PREREQUISITES:	Verify the battery disconnect is engaged or LPG tank is securely mounted and leak-free. | Ensure parking brake is fully applied and forks are lowered flat to the ground. | Confirm unobstructed line of sight and adequate ambient lighting in the inspection staging area.

VISUAL & STATIONARY INSPECTION (ENGINE OFF)

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Tires and Wheels**	Inspect for deep cuts, chunks missing, severe wear, embedded metal, and loose wheel lug nuts.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Forks and Load Backrest**	Check for cracks, distortion, uneven fork height, and secure positioning pin locking mechanism.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Hydraulic Hoses and Mast**	Inspect lift chains, cylinders, and hoses for leaks, excessive wear, fraying, or missing cotter pins.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
4	**Data Plate and Decals**	Verify capacity plate is securely attached, legible, and matches truck attachments.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
5	**Safety Seat & Seatbelt**	Check seat adjustment mechanism and ensure retractable seatbelt is undamaged and latches securely.	**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)**	Test service brake pedal for firm resistance and verify parking brake holds truck on an incline.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
7	**Steering System**	Check steering response for excessive play, binding, or delayed wheel turning action.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
8	**Horn, Backup Alarm, & Strobe**	Test audible horn, reverse backup alarm, and flashing amber strobe light for proper operation.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
9	**Lift and Tilt Controls**	Operate mast through full range of motion (raise, lower, tilt forward, tilt back) smoothly without binding.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
10	**Fluid Leaks (Active)**	Inspect ground underneath truck for pooling engine oil, transmission fluid, or hydraulic fluid leaks.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

Certified Forklift Operator Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Site Safety Supervisor / Warehouse Manager Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

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