

OpsAuditHub opsauditHub.com	DOC ID: SAF-FL-001	REVISION: Rev 3.0 (2026)
	STANDARD: OSHA 29 CFR 1910.178 & ANSI/ITSDF B56.1	AUDIT FREQUENCY: Daily Pre-Shift (Prior to Each Operator Shift)

Forklift Pre Operation Inspection Checklist

Operational Scope: This inspection checklist applies to all powered industrial trucks operating within OpsAuditHub logistics facilities. Its purpose is to verify mechanical integrity and hazard mitigation prior to operation, ensuring strict compliance with federal safety mandates.

MANDATORY PPE:	Hard Hat (ANSI Z89.1), Steel-Toe Safety Boots (ASTM F2413), High-Visibility Safety Vest (ANSI/ISEA 107 Class 2), Impact-Resistant Safety Glasses (ANSI Z87.1)
PREREQUISITES:	Ensure forklift is parked on a level surface with the parking brake engaged and forks lowered completely to the ground. Verify the key is off and review the previous shift's log to confirm all prior maintenance sign-offs are complete.

VISUAL & ENGINE-OFF INSPECTION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	Fluid Levels	Check engine oil, hydraulic fluid, engine coolant, and battery electrolyte levels (or LPG tank security) for leaks or low levels.	Warning	☐ PASS ☐ FAIL ☐ N/A
2	Tires & Wheels	Inspect tires for deep cuts, chunks missing, severe wear, and embedded metal; check wheel lugs for tightness.	Critical (Immediate Out of Service)	☐ PASS ☐ FAIL ☐ N/A
3	Forks & Load Backrest	Examine forks for cracks, bent blades, unequal height, and missing positioning lock pins; verify load backrest extension is secure.	Critical (Immediate Out of Service)	☐ PASS ☐ FAIL ☐ N/A
4	Safety Decals & Data Plate	Verify that capacity data plate, warning decals, and operator manual are present, legible, and match equipment configuration.	Warning	☐ PASS ☐ FAIL ☐ N/A

OPERATIONAL & ENGINE-ON INSPECTION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	Brakes & Parking Brake	Test service brakes for firm pedal feel and holding power; test parking brake ability to hold the fully loaded truck on an incline.	Critical (Immediate Out of Service)	☐ PASS ☐ FAIL ☐ N/A
6	Steering System	Test steering responsiveness for excessive play, binding, or delayed steering response while stationary and moving slowly.	Critical (Immediate Out of Service)	☐ PASS ☐ FAIL ☐ N/A
7	Hydraulic Controls & Mast	Cycle lift, tilt, and side-shift levers to ensure smooth movement without binding, drifting, or hydraulic fluid leaks.	Critical (Immediate Out of Service)	☐ PASS ☐ FAIL ☐ N/A
8	Horn, Lights & Alarms	Test operational functionality of the travel horn, backup alarm, flashing strobe beacon, and headlights.	Standard	☐ 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.		