

Forklift Pre Operation Safety Audit Checklist

Operational Scope: Mandatory pre-shift inspection designed to verify industrial truck mechanical integrity and prevent catastrophic tip-over or collision hazards. Ensures complete compliance with federal material handling safety mandates prior to fleet deployment.

MANDATORY PPE:	High-Visibility Reflective Vest (ANSI/ISEA Class 2), Steel-Toe Safety Footwear (ASTM F2413), Impact-Resistant Safety Glasses (ANSI Z87.1), Industrial Work Gloves, Bump Cap or Hard Hat (ANSI Z89.1)
PREREQUISITES:	Ensure the forklift is parked on a level surface with the parking brake fully engaged and forks lowered completely to the floor. Verify that the ignition is in the 'Off' position and lock-out/tag-out procedures are observed if the unit is tagged for maintenance. Review previous shift's inspection logs to confirm clearance of all reported operational anomalies.

VISUAL & WALKAROUND INSPECTION (ENGINE OFF)

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	Tires & Wheels	Check for severe chunking, deep cuts, excessive wear past safety lines, and loose or missing wheel lug nuts.	Critical (Immediate Out of Service)	☐ PASS ☐ FAIL ☐ N/A
2	Forks & Load Backrest	Inspect forks for structural cracks, significant angle deformation, uneven height, and secure positioning pin engagement.	Critical (Immediate Out of Service)	☐ PASS ☐ FAIL ☐ N/A
3	Hydraulic Hoses & Mast	Scan mast channels and lift chains for excessive wear, lack of lubrication, and check hydraulic lines for active weeping or leaks.	Warning	☐ PASS ☐ FAIL ☐ N/A
4	Fluid Levels (Oil, Coolant, Hydraulic)	Verify engine oil, coolant, and hydraulic fluid levels are within operating ranges using dipsticks or sight glasses.	Warning	☐ PASS ☐ FAIL ☐ N/A
5	Battery & Electrical (Electric Units)	Inspect battery connector for secure seating, check cables for fraying/exposed copper, and ensure retainer latch is locked.	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 foot brake pedal for firm resistance and confirm the parking brake securely holds the unit on an incline.	Critical (Immediate Out of Service)	☐ PASS ☐ FAIL ☐ N/A
7	Steering System	Check steering wheel play for excessive looseness or binding response when turning wheels left to right lock.	Critical (Immediate Out of Service)	☐ PASS ☐ FAIL ☐ N/A
8	Horn, Backup Alarm & Strobe	Test audible horn button, automatic reverse backup buzzer, and amber strobe or flashing warning lights for functionality.	Warning	☐ PASS ☐ FAIL ☐ N/A
9	Lift, Tilt & Attachment Controls	Cycle mast up/down and tilt forward/backward smoothly through full range of motion without stuttering or drift.	Critical (Immediate Out of Service)	☐ PASS ☐ FAIL ☐ N/A

SAFETY COMPLIANCE & DOCUMENTATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
10	Capacity Data Plate & Warnings	Confirm capacity plate is securely riveted, legible, and matches the attached fork equipment and attachments.	Warning	☐ PASS ☐ FAIL ☐ N/A
11	Operator Restraint System (Seatbelt)	Check seatbelt webbing for fraying or cuts and ensure the buckle latches and retracts smoothly without binding.	Critical (Immediate Out of Service)	☐ PASS ☐ FAIL ☐ N/A
12	Fire Extinguisher	Verify fire extinguisher is fully charged (gauge in green zone), inspected annually, and securely mounted.	Standard	☐ 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.