OpsAuditHub opsauditihub.com	DOC ID: **SAF-0009**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA 29 CFR 1910.178**	AUDIT FREQUENCY: **Daily Pre-Shift**

Forklift Pre Operation Sop Template

Operational Scope: Establishes a mandatory pre-operation inspection protocol for all industrial trucks to mitigate catastrophic tip-over and mechanical failure hazards. Ensures strict alignment with workplace safety compliance mandates prior to activating material handling equipment.

MANDATORY PPE:	High-Visibility Safety Vest (ANSI/ISEA 107), Steel-Toe Safety Boots (ASTM F2413), Impact-Resistant Safety Glasses (ANSI Z87.1), Industrial Work Gloves, Hard Hat (ANSI Z89.1 - If overhead hazard exists)
PREREQUISITES:	Verify truck is parked on a level surface with the parking brake fully engaged and forks lowered completely flat. | Ensure battery disconnect or engine is off and key is in the possession of the inspecting operator. | Confirm surrounding aisle is clear of unauthorized personnel and active pedestrian traffic before initiating the walkthrough.

VISUAL STATIC INSPECTION (OFF-TRUCK ASSESSMENT)

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Tires and Wheels**	Inspect pneumatic or solid tires for deep cuts, chunking, severe wear exceeding tread indicators, and missing lug nuts.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Forks and Load Backrest**	Check for structural cracks, extreme wear at the heel, uneven fork height, and secure positioning pins.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Hydraulic Hoses and Mast Assembly**	Inspect mast chains, rollers, and hydraulic cylinders for active fluid leaks, fraying, or loose cotter pins.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
4	**Data Plate and Safety Decals**	Verify that the capacity data plate is legible, firmly attached, and accurately reflects current attachments.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

OPERATIONAL DYNAMIC INSPECTION (ON-TRUCK CONTROLS)

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	**Operator Restraint System**	Inspect seatbelt for fraying, smooth retraction, and secure buckle latching mechanism.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Brakes and Parking Brake**	Test service brake pedal for firm resistance and verify parking brake holds the truck securely on an incline.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
7	**Steering Responsiveness**	Check steering wheel play and responsiveness in both directions without excessive binding or hydraulic lag.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
8	**Horn, Lights, and Alarms**	Test audible horn, flashing strobe/beacon, headlights, and reverse backup alarm for proper operation.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
9	**Hydraulic Lift and Tilt Controls**	Cycle mast up/down and tilt forward/backward to ensure smooth actuation without unusual noise or drift.	**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

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