



THE FORKLIFT

OPERATOR'S DAILY CHECKLIST

Date: _____

Type: IC Sit-down Electric Sit-down Electric Stand-up Walkie/Rider Pallet-Stacker Working Platform Vehicle

Lift Truck Serial Number: _____ Operator: _____ Title: _____

Supervisor's OK: _____ Current Hour Meter: _____

Do the following visual checks BEFORE the start of each shift:

- Mark each item accordingly: OK NA **NA = Needs Attention**
- Circle the problem and describe in detail using the space provided below.
- Notify your supervisor and/or lift truck technician immediately if any issue is found.
- **NEVER OPERATE A DAMAGED OR FAULTY LIFT TRUCK!**

OK	NA	VISUAL CHECKS
		Body and Exterior (damaged, worn, missing)
		Wheels and Tires (damaged, worn, loose)
		Battery (damaged, electrolyte level, loose)
		Upright (damaged, loose, missing)
		Forks (damaged, worn, loose)
		Overhead Guard (damaged, loose, missing)
		Data Plate and Decals (damaged, missing)
		Operator's Manual (damaged, missing)
		Hydraulic Fluid (level, dirty, leaking)
		Drive Axle Fluid (level, dirty, leaking)
		Steer Axle Fluid (level, dirty, leaking)
		Brake Fluid (level, dirty, leaking)
		Engine Oil (IC) (level, dirty, leaking)
		Engine Coolant (IC) (level, dirty, leaking)
		Engine (IC) (rough idle, noisy, leaking)

OK	NA	VISUAL CHECKS
		Dash Display (damaged, operation)
		Gauges (damaged, operation)
		Alarm Codes (controller, DTCs)
		Seat Belt (damaged, worn, operation)
		Horn (damaged, operation)
		Lights (damaged, operation)
		Alarms (damaged, operation)
		Direction Control (loose, binding, operation)
		Steering (loose, binding, operation)
		Park Brake (loose, binding, operation, adjustment)
		Service Brake (loose, binding, operation, adjustment)
		Lift (loose, binding, operation, excessive drift)
		Lower (loose, binding, operation, excessive drift)
		Tilt (loose, binding, operation, excessive drift)
		Auxiliary (loose, binding, operation)

Description of Problem(s):
