

FREE LOGISTICS & WAREHOUSING FORKLIFT PRE-USE INSPECTION TEMPLATE

Forklift Pre-Use Inspection Checklist

Use this 60-point checklist to verify truck identity, key-off condition, forks and mast, tires, power source, operator protection, gauges and warnings, steering and brakes, lift functions, defect reporting, out-of-service control, maintenance handoff, and final sign-off.

Warehouse / site

Inspection date

Forklift ID / type

Operator / shift

Internal Logistics & Warehousing template. Apply OSHA 29 CFR 1910.178 where applicable, manufacturer instructions, truck-specific capacity and attachment information, operator-training requirements, approved maintenance procedures, and the site's defect and out-of-service rules.

1. Truck identity, operator, shift, forklift type, attachment, capacity, previous defects, and pre-use readiness

1

Confirm warehouse or site, department or operating zone, inspection date, shift, forklift ID, model or type, and serial or asset number where used.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: Start with the exact truck and configuration. OSHA notes that powered-industrial-truck checklists should be modified for the specific truck type and manufacturer instructions.

2

Record operator name or ID and verify the operator is authorized for the forklift type and attachment or configuration being used.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: Start with the exact truck and configuration. OSHA notes that powered-industrial-truck checklists should be modified for the specific truck type and manufacturer instructions.

3

Identify forklift type such as counterbalance electric, LPG, diesel, reach truck, order picker, stand-up truck, pallet stacker, or other powered industrial truck.

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: Start with the exact truck and configuration. OSHA notes that powered-industrial-truck checklists should be modified for the specific truck type and manufacturer instructions.

4

Record rated capacity, load-center information where applicable, attachment type, mast type, and any configuration information required by the site's inspection process.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: Start with the exact truck and configuration. OSHA notes that powered-industrial-truck checklists should be modified for the specific truck type and manufacturer instructions.

5

Review previous shift defects, open maintenance issues, out-of-service tags, impact reports, warning lights, and unresolved repairs before starting the examination.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: Start with the exact truck and configuration. OSHA notes that powered-industrial-truck checklists should be modified for the specific truck type and manufacturer instructions.

6

Record final pre-use status such as safe to operate, restricted pending correction, or remove from service before use.

CRITICAL

FORKLIFT

FINAL STATUS | Enter

OPERATOR | Enter

SUPERVISOR / FLEET | Enter

RELEASE APPROVAL | Enter

Execution tip: Start with the exact truck and configuration. OSHA notes that powered-industrial-truck checklists should be modified for the specific truck type and manufacturer instructions.

2. Key-off visual inspection, leaks, overhead guard, chassis, operator compartment, steps, handholds, and general condition

7

Walk around the forklift and inspect for fresh or excessive hydraulic oil, engine oil, coolant, fuel, battery electrolyte, or other visible leakage.

CRITICAL

FORKLIFT

Safe

Correct

Out of service

LIVE PHOTO | Add

Execution tip: OSHA's pre-operation guidance starts with a visual check before operation. Look for leaks, damage, loose parts, missing guards, and other conditions that can affect safe use.

8

Inspect overhead guard, frame, chassis, counterweight, body panels, operator compartment, steps, handholds, floor, and covers for visible damage or loose components.

CRITICAL

FORKLIFT

Safe

Correct

Out of service

LIVE PHOTO | Add

Execution tip: OSHA's pre-operation guidance starts with a visual check before operation. Look for leaks, damage, loose parts, missing guards, and other conditions that can affect safe use.

9

Check operator area is clear of loose objects, debris, grease, standing liquid, damaged mats, or obstructions that could interfere with controls or safe entry and exit.

CRITICAL

FORKLIFT

Safe

Correct

Out of service

LIVE PHOTO | Add

Execution tip: OSHA's pre-operation guidance starts with a visual check before operation. Look for leaks, damage, loose parts, missing guards, and other conditions that can affect safe use.

10

Verify required guards, covers, shields, panels, finger guards, and protective components are installed and not obviously damaged or bypassed.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: OSHA's pre-operation guidance starts with a visual check before operation. Look for leaks, damage, loose parts, missing guards, and other conditions that can affect safe use.

11

Check identification plates, safety warnings, operating labels, and capacity information are present and legible where required.

CRITICAL

FORKLIFT

Safe

Correct

Out of service

LIVE PHOTO | Add

Execution tip: OSHA's pre-operation guidance starts with a visual check before operation. Look for leaks, damage, loose parts, missing guards, and other conditions that can affect safe use.

12

Escalate structural damage, significant leaks, missing guards, damaged operator access, or other visual defects that may adversely affect safe operation.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: OSHA's pre-operation guidance starts with a visual check before operation. Look for leaks, damage, loose parts, missing guards, and other conditions that can affect safe use.

3. Forks, retaining pins, load backrest, carriage, mast, chains, rollers, hoses, cylinders, and attachment condition

13

Inspect forks for cracks, bends, twists, visible heel damage, unequal height, abnormal wear, or other deformation affecting safe load support.

CRITICAL

FORKLIFT

Safe

Correct

Out of service

LIVE PHOTO | Add

Execution tip:

Fork and mast acceptance criteria are equipment-specific. Do not invent universal fork-wear, chain, or hydraulic limits; use manufacturer or qualified service criteria.

14

Check fork locking pins, retainers, top clips, positioning mechanisms, and carriage engagement are present and secure.

CRITICAL

FORKLIFT

Safe

Correct

Out of service

LIVE PHOTO | Add

Execution tip:

Fork and mast acceptance criteria are equipment-specific. Do not invent universal fork-wear, chain, or hydraulic limits; use manufacturer or qualified service criteria.

15

Inspect load backrest extension where fitted for secure attachment, visible damage, missing hardware, or deformation.

CRITICAL

FORKLIFT

Safe

Correct

Out of service

LIVE PHOTO | Add

Execution tip:

Fork and mast acceptance criteria are equipment-specific. Do not invent universal fork-wear, chain, or hydraulic limits; use manufacturer or qualified service criteria.

16

Inspect mast channels, rollers, guides, lift chains, anchors, stops, sheaves, carriage, and visible fasteners for damage, looseness, or abnormal condition.

CRITICAL

FORKLIFT

Safe

Correct

Out of service

LIVE PHOTO | Add

Execution tip:

Fork and mast acceptance criteria are equipment-specific. Do not invent universal fork-wear, chain, or hydraulic limits; use manufacturer or qualified service criteria.

17

Inspect hydraulic cylinders, hoses, fittings, connections, and visible seals for leakage, abrasion, cuts, bulges, rubbing, or other damage.

CRITICAL

FORKLIFT

Safe

Correct

Out of service

LIVE PHOTO | Add

Execution tip:

Fork and mast acceptance criteria are equipment-specific. Do not invent universal fork-wear, chain, or hydraulic limits; use manufacturer or qualified service criteria.

18

Escalate cracked or deformed forks, failed retaining devices, chain or mast defects, hydraulic damage, loose carriage components, or unsafe attachment condition.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip:

Fork and mast acceptance criteria are equipment-specific. Do not invent universal fork-wear, chain, or hydraulic limits; use manufacturer or qualified service criteria.

4. Tires, wheels, rims, hubs, fasteners, steering axle, ground contact, and visible mobility condition

19

Inspect tires for cuts, chunking, embedded objects, excessive or uneven wear, separation, missing rubber, flat spots, or other visible damage.

CRITICAL

FORKLIFT

Safe

Correct

Out of service

LIVE PHOTO | Add

Execution tip: Tire and wheel limits vary by truck and tire type. Use the manufacturer or approved fleet standard for wear, damage, pressure, replacement, and fastener criteria.

20

For pneumatic tires, check tire pressure using the approved method and compare it with the manufacturer's or site's specified value where applicable.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: Tire and wheel limits vary by truck and tire type. Use the manufacturer or approved fleet standard for wear, damage, pressure, replacement, and fastener criteria.

21

Inspect wheels, rims, hubs, wheel nuts or fasteners, and visible axle components for damage, looseness, missing parts, or abnormal condition.

CRITICAL

FORKLIFT

Safe

Correct

Out of service

LIVE PHOTO | Add

Execution tip: Tire and wheel limits vary by truck and tire type. Use the manufacturer or approved fleet standard for wear, damage, pressure, replacement, and fastener criteria.

22

Check caster, load, drive, or steer wheels on reach trucks, order pickers, pallet trucks, or similar equipment for damage and free movement where relevant.

CRITICAL

FORKLIFT

Safe

Correct

Out of service

LIVE PHOTO | Add

Execution tip: Tire and wheel limits vary by truck and tire type. Use the manufacturer or approved fleet standard for wear, damage, pressure, replacement, and fastener criteria.

23

Inspect the ground beneath and around the truck for signs of wheel, bearing, axle, or tire-related debris or leakage suggesting a defect.

FORKLIFT

Safe

Correct

Out of service

LIVE PHOTO | Add

Execution tip: Tire and wheel limits vary by truck and tire type. Use the manufacturer or approved fleet standard for wear, damage, pressure, replacement, and fastener criteria.

24

Escalate damaged tires, loose or missing wheel hardware, wheel deformation, unsafe pressure, or other mobility defects that may affect stability or control.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: Tire and wheel limits vary by truck and tire type. Use the manufacturer or approved fleet standard for wear, damage, pressure, replacement, and fastener criteria.

5. Battery, charger connection, cables, electrolyte or condition, LPG tank, fuel system, engine fluids, cooling, and energy source

25

For electric forklifts, inspect battery condition, charge status, cables, connectors, battery restraint, covers, terminals, and visible signs of damage or overheating.

CRITICAL

FORKLIFT

Safe

Correct

Out of service

LIVE PHOTO | Add

Execution tip: Apply only the checks relevant to the forklift's power source. OSHA sample checklists distinguish electric, LPG, diesel, and other truck types.

26

Where applicable, check battery electrolyte or water level only under the approved battery procedure and with required PPE and safeguards.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: Apply only the checks relevant to the forklift's power source. OSHA sample checklists distinguish electric, LPG, diesel, and other truck types.

27

For LPG trucks, inspect cylinder condition, locator pin or restraint, hose, valve, connections, and visible or detectable leakage before operation.

CRITICAL

FORKLIFT

Safe

Correct

Out of service

LIVE PHOTO | Add

Execution tip: Apply only the checks relevant to the forklift's power source. OSHA sample checklists distinguish electric, LPG, diesel, and other truck types.

28

For diesel or gasoline trucks, inspect fuel level, fuel-system condition, visible leaks, caps, hoses, and connections before starting.

CRITICAL

FORKLIFT

Safe

Correct

Out of service

LIVE PHOTO | Add

Execution tip: Apply only the checks relevant to the forklift's power source. OSHA sample checklists distinguish electric, LPG, diesel, and other truck types.

29

Check relevant engine oil, coolant, hydraulic fluid, transmission fluid, or other operator-check fluid levels according to the truck manufacturer's instructions.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: Apply only the checks relevant to the forklift's power source. OSHA sample checklists distinguish electric, LPG, diesel, and other truck types.

30

Escalate battery damage, loose connectors, LPG or fuel leakage, damaged hoses, unsafe electrolyte condition, overheating, or critical fluid loss before the truck is placed in service.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: Apply only the checks relevant to the forklift's power source. OSHA sample checklists distinguish electric, LPG, diesel, and other truck types.

6. Seat, seat belt or restraint, operator-presence system, pedals, controls, steering wheel, mirrors, and visibility

31

Inspect seat, seat mounting, suspension, adjustment, backrest, and operator position for damage or insecure mounting.

CRITICAL

FORKLIFT

Safe

Correct

Out of service

LIVE PHOTO | Add

Execution tip:

Operator-protection features must be usable before travel begins. Keep seat restraints and installed operator-presence or interlock systems in serviceable condition.

32

Inspect seat belt, restraint, latch, buckle, webbing, retractors, or other operator-restraint system for damage and proper operation where fitted.

CRITICAL

FORKLIFT

Safe

Correct

Out of service

LIVE PHOTO | Add

Execution tip:

Operator-protection features must be usable before travel begins. Keep seat restraints and installed operator-presence or interlock systems in serviceable condition.

33

Check operator-presence switch, dead-man pedal, gate, interlock, restraint bar, platform sensor, or other installed presence-control system where applicable.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip:

Operator-protection features must be usable before travel begins. Keep seat restraints and installed operator-presence or interlock systems in serviceable condition.

34

Inspect pedals, control levers, steering wheel or tiller, switches, knobs, handles, emergency disconnect, and control labels for condition and free movement.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip:

Operator-protection features must be usable before travel begins. Keep seat restraints and installed operator-presence or interlock systems in serviceable condition.

35

Check mirrors, windscreen, windows, cameras, display screens, or other installed visibility aids are clean, secure, and not damaged where applicable.

FORKLIFT

Safe

Correct

Out of service

LIVE PHOTO | Add

Execution tip:

Operator-protection features must be usable before travel begins. Keep seat restraints and installed operator-presence or interlock systems in serviceable condition.

36

Escalate failed restraints, insecure seats, bypassed interlocks, damaged controls, obstructed visibility, or operator-protection defects before operation.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip:

Operator-protection features must be usable before travel begins. Keep seat restraints and installed operator-presence or interlock systems in serviceable condition.

7. Key-on gauges, warning lamps, horn, lights, alarms, backup warning, displays, fault codes, and indicators

37

Turn the key or power on and verify normal startup sequence, battery or fuel indication, hour meter, gauges, warning lamps, and display self-check where applicable.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: Complete key-on checks before movement. Warning devices and fault indicators should operate as intended and unresolved safety-related faults should not be ignored.

38

Check for abnormal fault codes, warning symbols, alarms, low-pressure indications, temperature warnings, charging-system faults, or other abnormal messages.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: Complete key-on checks before movement. Warning devices and fault indicators should operate as intended and unresolved safety-related faults should not be ignored.

39

Test horn for clear operation before entering active traffic or material-handling areas.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: Complete key-on checks before movement. Warning devices and fault indicators should operate as intended and unresolved safety-related faults should not be ignored.

40

Test working lights, headlights, tail lights, brake lights, warning beacon, strobe, or other installed lights where applicable to the truck and workplace.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: Complete key-on checks before movement. Warning devices and fault indicators should operate as intended and unresolved safety-related faults should not be ignored.

41

Test reverse alarm, travel alarm, blue or red warning light, proximity warning, or other installed movement-warning device where fitted.

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: Complete key-on checks before movement. Warning devices and fault indicators should operate as intended and unresolved safety-related faults should not be ignored.

42

Escalate failed horn, critical warning lamp, unresolved fault code, failed required lighting or alarms, or abnormal gauges that may affect safe operation.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: Complete key-on checks before movement. Warning devices and fault indicators should operate as intended and unresolved safety-related faults should not be ignored.

8. Engine-running or operational check, steering, service brake, parking brake, travel, acceleration, directional control, and stopping

43

Start or activate the forklift and listen for abnormal noise, vibration, knocking, grinding, squealing, or other unusual operating condition.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: OSHA's pre-operation guidance includes an operational inspection after the visual check. Test controls at low speed in a safe area before normal work.

44

Test steering response through a controlled movement and check for excessive looseness, binding, unexpected pull, abnormal noise, or poor response.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: OSHA's pre-operation guidance includes an operational inspection after the visual check. Test controls at low speed in a safe area before normal work.

45

Test service brake for controlled stopping in a safe area before normal travel.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: OSHA's pre-operation guidance includes an operational inspection after the visual check. Test controls at low speed in a safe area before normal work.

46

Test parking brake or parking control to confirm the truck remains secured when parked according to the approved method.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: OSHA's pre-operation guidance includes an operational inspection after the visual check. Test controls at low speed in a safe area before normal work.

47

Test forward and reverse directional control, accelerator or traction response, inching or creep function where fitted, and smooth low-speed travel.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: OSHA's pre-operation guidance includes an operational inspection after the visual check. Test controls at low speed in a safe area before normal work.

48

Escalate brake, steering, directional-control, traction, acceleration, or abnormal operating defects that may affect safe control of the forklift.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: OSHA's pre-operation guidance includes an operational inspection after the visual check. Test controls at low speed in a safe area before normal work.

9. Lift, lower, tilt, sideshift, attachment controls, mast operation, load-handling function, limit devices, and hydraulic response

49

Test lift and lower functions through an appropriate unloaded range and check for smooth, controlled movement without sticking or uncontrolled descent.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: Operate load-handling functions without a load first where appropriate. Movement should be smooth and controlled, with no unexpected drift, binding, leakage, or failed limit device.

50

Test mast tilt forward and backward where fitted and check for smooth operation, abnormal movement, or hydraulic leakage.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: Operate load-handling functions without a load first where appropriate. Movement should be smooth and controlled, with no unexpected drift, binding, leakage, or failed limit device.

51

Test sideshift, fork positioning, clamp, rotator, reach, pantograph, platform lift, or other attachment functions applicable to the truck.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
-----------------	-------------------	-------	----------	-------------------

Execution tip: Operate load-handling functions without a load first where appropriate. Movement should be smooth and controlled, with no unexpected drift, binding, leakage, or failed limit device.

52

Check mast, carriage, chains, hoses, and cylinders during operation for abnormal noise, jumping, uneven movement, leakage, or visible interference.

CRITICAL

FORKLIFT

Safe

Correct

Out of service

LIVE PHOTO | Add

Execution tip: Operate load-handling functions without a load first where appropriate. Movement should be smooth and controlled, with no unexpected drift, binding, leakage, or failed limit device.

53

Verify limit switches, height limits, interlocks, load-handling safety functions, or attachment-specific controls operate where fitted and required.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: Operate load-handling functions without a load first where appropriate. Movement should be smooth and controlled, with no unexpected drift, binding, leakage, or failed limit device.

54

Escalate uncontrolled lowering, hydraulic drift, mast binding, chain irregularity, failed attachments, failed limit devices, or any load-handling defect affecting safe use.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: Operate load-handling functions without a load first where appropriate. Movement should be smooth and controlled, with no unexpected drift, binding, leakage, or failed limit device.

10. Defect reporting, remove-from-service decision, maintenance handoff, operator sign-off, release status, and record closure

55

Record every defect found during the pre-use inspection with enough detail to identify the affected component, condition, severity, and truck.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: OSHA requires trucks not in safe operating condition to be removed from service and defects found during required examinations to be reported and corrected.

56

Immediately remove the forklift from service when a condition adversely affects safety or when the approved site procedure requires an out-of-service decision.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: OSHA requires trucks not in safe operating condition to be removed from service and defects found during required examinations to be reported and corrected.

57

Apply the site's out-of-service tag, lockout, key control, isolation, parking, notification, or other approved method to prevent unintended operation where required.

CRITICAL

FORKLIFT

Safe

Correct

Out of service

LIVE PHOTO | Add

Execution tip: OSHA requires trucks not in safe operating condition to be removed from service and defects found during required examinations to be reported and corrected.

58

Notify supervisor, maintenance, fleet owner, safety, or other responsible function and create the required repair or corrective-action record.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
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Execution tip: OSHA requires trucks not in safe operating condition to be removed from service and defects found during required examinations to be reported and corrected.

59

Do not return the truck to service until required repairs are completed by authorized personnel and the affected functions are rechecked or verified.

CRITICAL

FORKLIFT

Inspection item	Status / severity	Owner	Evidence	Corrective action
-----------------	-------------------	-------	----------	-------------------

Execution tip: OSHA requires trucks not in safe operating condition to be removed from service and defects found during required examinations to be reported and corrected.

60

Record final pre-use status, open defects, out-of-service decision, maintenance reference, operator sign-off, supervisor or fleet acknowledgement where required, and release authorization.

CRITICAL

FORKLIFT

FINAL STATUS | Enter

OPERATOR | Enter

SUPERVISOR / FLEET | Enter

RELEASE APPROVAL | Enter

Execution tip: OSHA requires trucks not in safe operating condition to be removed from service and defects found during required examinations to be reported and corrected.