Warehouse Forklift Pre-Operation Inspection Checklist

Safety & Compliance

OPERATOR NAME	DATE	FORKLIFT ID / UNIT #	HOUR METER READING
	____ / ____ / _____		

VISUAL WALK-AROUND

	OK	FAULT		OK	FAULT
Tyres (condition, inflation, no cuts)	○	○	Overhead guard (intact, no bends)	○	○
Forks (straight, no cracks, not worn)	○	○	Load backrest (secure, undamaged)	○	○
Mast and chains (no damage, lubricated)	○	○	Data plate and capacity label (legible)	○	○
Hydraulic hoses (no leaks or cracks)	○	○	Battery / fuel level (adequate)	○	○

FLUID LEVELS

Engine oil / hydraulic oil ☐ OK ☐ Low

Coolant (IC engines only) ☐ OK ☐ Low ☐ N/A

	OK	LOW
Brake fluid	○	○
Battery electrolyte / charge level	○	○

OPERATIONAL CHECKS

	OK	FAULT		OK	FAULT
Steering (smooth, no excessive play)	○	○	Tilt forward and back	○	○
Service brake (stops and holds)	○	○	Horn (audible)	○	○
Parking brake (holds on incline)	○	○	Lights (head, tail, strobe)	○	○
Lift and lower (smooth, no jerking)	○	○	Reverse alarm / beeper	○	○

SAFETY DEVICES

	OK	FAULT		OK	FAULT
Seatbelt / operator restraint	○	○	Mirrors (clean, properly adjusted)	○	○
Fire extinguisher (present, in date)	○	○	Warning decals (visible)	○	○

DECISION

Forklift safe to operate? ☐ Yes ☐ No — Remove from service

Faults reported to _____

Operator signature _____

Notes

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