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## Information

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Forklift No.

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Pre-use Inspection Checklist

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Location

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Week Ending Date



Supervisor Name

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Hour Meter Reading

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## Visual Check

General condition of forklift

Sufficient     Requires Attention

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Housekeeping of the area - is the floor clear of obstacles?

Sufficient     Requires Attention

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Check overhead guard / Possible overhead obstructions

Sufficient     Requires Attention

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Fire extinguisher is present and charged

Sufficient     Requires Attention

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Fluid levels: oil, fuel, and radiator

Sufficient     Requires Attention

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Battery: charge, check cables, connections not loose

Sufficient     Requires Attention

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Wheels and tires: wear, damage and air pressure

Sufficient     Requires Attention

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Forks / Backrest / Mast / Chains / Rollers: no damage, good working condition

Sufficient     Requires Attention

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Chain anchor pins

Sufficient     Requires Attention

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Fluid leaks, no damp spots or drips on ground

Sufficient     Requires Attention

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Hoses: secure, leaks, worn

Sufficient     Requires Attention

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Air filter intake: cleanliness

Sufficient     Requires Attention

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Signage and stickers legible / Capacity plate

Sufficient     Requires Attention

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Propane tank (if applicable) - secured, connections tight, hose in good condition

Sufficient     Requires Attention

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**Operational Check**

Engine: not rough, no noise or leaks

Sufficient     Requires Attention

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Gauges / Horn: loud and working

Sufficient     Requires Attention

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Lights: head lights and warning lights

Sufficient     Requires Attention

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Seatbelt: good working order, damage

Sufficient     Requires Attention

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Steering: loose, tight

Sufficient     Requires Attention

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Tilt /Sideshift: loose, sticks, leaks

Sufficient     Requires Attention

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Brakes: foot, parking

Sufficient     Requires Attention

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Details on areas for attention

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Managers Remarks

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Manager Signature

Supervisor Signature

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