

Rough Terrain Forklift Daily Inspection

Before using a new forklift, compare this list to the operator's manual and add manufacturer specific items not found on this list.

Vehicle Information	Model #:	Serial #:
Operator's Name:	Operator's Employer:	
Equipment Owner:	Company Leasing Equipment:	
Owner's Rental #:	Date of Inspection:	

STATUS: S = Satisfactory; U = Needs Attention or Repair; R = Recommendation; N/A = Not Applicable

VISUAL CHECKS	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Machine Structure - dents, damage, weld, or parent metal cracks							
Safety Decals							
Operation & Safety Manual in cab							
Capacity charts visible							
Obvious damage and leaks							
Tire condition							
Head & tail lights / beacon							
slow moving sign / mirrors							
Hour meter							
Other gauges & instruments							
Engine air cleaner							
Fan belt							
Battery condition/ connections							
Boom sections & lift, tilt, extend/retract cylinders							
Outriggers							
Front Axle							
Cab & Electrical							
OPERATIONAL CHECKS	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Service brakes & parking brakes							
Steering							
Forward & reverse travel							
Each gear							
Hydraulic controls / filter condition							
Horn & Back-up alarm							
Inching pedal							
Clutch							
Transmission controls							
All joystick functions							
Seat belts							
Fluid levels							
Fuel							
Hydraulic Oil							
Engine Oil							
Transmission fluid							
Coolant							
ATTACHMENTS	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Verify attach compatible							
Mounting							
Hook							
Swedge							
Wire rope							
Capacity labeled							
Hydraulic fittings							
Load chart in cab							
Directions / manual in cab							
Hour meter (if applicable)							
Winch – 1st drum wraps painted hi-vis							
HOURS OF SERVICE: START OF SHIFT							
HOURS OF SERVICE: END OF SHIFT							
TOTAL HOURS FOR WEEK							