

APPENDIX F: FORKLIFT PRE-SHIFT INSPECTION CHECKLIST

SAFETY AND OPERATIONAL CHECKS (PRIOR TO EACH SHIFT)

Have a qualified mechanic correct all problems

Motor Off Checks	OK	Needs Maintenance
Leaks – Hydraulic Oil, Battery		
Tires – Condition and Pressure		
Forks, Top Clip Retaining Pin and Heel – Condition		
Hydraulic Hoses, Mast Chains, Cables & Stops – Check Visually		
Overhead Guard – Attached		
Battery – Water/Electrolyte Level and Charge		
Hydraulic Fluid Level – Dipstick		
Transmission Fluid Level – Dipstick		
Operator's Manual in Container		
Capacity Plate Attached – Information Matches Model, Serial Number and Attachments		
Battery Restraint System – Adjust and Fasten		
Sitdown Truck - Seat Belt – Functioning Smoothly		
Brake Fluid – Check level		

Motor On Checks (Unusual Noises Must Be Investigated Immediately)	OK	Needs Maintenance
Accelerator Linkage – Functioning Smoothly		
Parking Brake – Functioning Smoothly		
Service Brake – Functioning Smoothly		
Steering Operation – Functioning Smoothly		
Drive Control – Forward/Reverse – Functioning Smoothly		
Tilt Control – Forward and Back – Functioning Smoothly		
Hoist and Lowering Control – Functioning Smoothly		
Attachment Control – Operation		
Horn – Functioning		
Lights & Alarms (where present) – Functioning		
Hour Meter – Functioning		
Battery Discharge Indicator – Functioning		
Instrument Monitors – Functioning		
Other		