FORKLIFT DAILY PRE-OPERATION CHECKLIST

SIT-DOWN COUNTERBALANCE FORKLIFTS

Date / time: _____ Shift: _____ Operator: _____

Truck ID / model: _____ Power source: _____ Hour meter: _____

Mark one box per row. N/A = not fitted or not applicable. Record defects on page 2.
For other truck types, add checks required by the equipment manual.

1 WALK-AROUND - PARKED, FORKS DOWN, POWER OFF	OK	DEFECT	N/A
Forks and carriage: look for cracks, bends, obvious wear and secure fork retainers.	☐	☐	☐
Mast, chains and rollers: look for visible damage, loose parts or obstructions.	☐	☐	☐
Hydraulic hoses and cylinders: look for damaged hoses, loose connections or leaking fluid.	☐	☐	☐
Tires and wheels: look for cuts, missing chunks, embedded debris, damaged wheels or visibly low pneumatic tires.	☐	☐	☐
Under and around the truck: look for fresh oil, coolant or fuel leaks.	☐	☐	☐
Overhead guard, backrest and attachment: check for visible damage, loose fittings and secure mounting where fitted.	☐	☐	☐
Seat belt, steps and handholds: check for damage and secure attachment; make sure the belt fastens.	☐	☐	☐
Capacity plate and warning labels: check that they are present and readable for the fitted configuration.	☐	☐	☐

2 POWER SOURCE - COMPLETE ALL APPLICABLE ROWS	OK	DEFECT	N/A
Electric, all battery types: check that the battery is secured; inspect its visible case, cables and connectors for damage, leakage or loose connections; check the charge indicator.	☐	☐	☐
Serviceable lead-acid battery: have authorized personnel check electrolyte level as directed by the battery manufacturer.	☐	☐	☐
Lithium-ion battery: check the visible case, connections and battery warning indicator where fitted; no water needs to be added.	☐	☐	☐
Internal-combustion engine, including diesel and LPG: check engine oil and coolant levels as directed by the manual.	☐	☐	☐
Diesel: check for fuel leaks and the fuel level.	☐	☐	☐
LPG: check that the cylinder is secured and inspect the tank, mounting and visible hose for damage or leaks.	☐	☐	☐

For an internal-combustion truck, complete the engine row and applicable fuel-system row.
Add fuel-specific checks from the manual as needed. Do not open hot cooling systems.
Do not touch damaged batteries. If gas is suspected, do not start: follow site procedures.

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Test only if the visual and power-source checks reveal no unsafe condition. A trained operator tests in a clear area from the operating position, unloaded unless the manual says otherwise.

3 OPERATIONAL CHECKS	OK	DEFECT	N/A
Warning indicators and gauges: check for abnormal warnings or readings after startup.	☐	☐	☐
Horn, lights and alarms: test the horn and fitted lights or warning devices.	☐	☐	☐
Service and parking brakes: test that they respond and hold as intended.	☐	☐	☐
Steering and travel: at low speed, check steering response and forward and reverse movement.	☐	☐	☐
Mast and hydraulic controls: check lifting, lowering and tilt for smooth response, unusual noise or drift.	☐	☐	☐
Attachments and interlocks: test fitted functions and operator-presence controls according to the manual.	☐	☐	☐

4 DEFECT RECORD AND TRUCK STATUS

Record each defect, its location and symptoms. Report it before the truck is used.

Reported to: _____ Time: _____

Truck status: [ ] Ready for use [ ] Taken out of service

Stop if unsafe. Park and secure only if safe; report and isolate under site procedure.
Authorized personnel assess and repair. Return only after correction and site clearance.