

SAMPLE CHECKLIST FOR PRE-OPERATION OF FORKLIFTS



A. Fluid Leve

- ☐ 1. The following fluid level is within manufacturers' specifications:
- ☐ (a) Battery water level;
- ☐ (b) Fuel level;
- ☐ (c) Engine oil level;
- ☐ (d) Radiator water level;
- ☐ (e) Transmission oil level;
- ☐ (f) Hydraulic fluid level; and
- ☐ (g) Brake fluid level.

B. Lights

- ☐ 2. The following lights are in good working condition:
- ☐ (a) Headlights (high beam)
- ☐ (b) Reverse indicator
- ☐ (c) Brake indicator
- ☐ (d) Hazard lights

C. Adjustments to suit operator's view

- ☐ 3. The following adjustments are made to suit the operator's view:
- ☐ (a) Driver seat
- ☐ (b) Rear view mirror

E. Brakes

- ☐ 4. Foot brake is able to hold and stop the forklift smoothly.
- ☐ 5. Parking brake is able to hold the forklift when parked.

D. Tyres

- ☐ 6. Tyres are inflated and free of excessive wear or damage.
- ☐ 7. Tyre nuts are tight.
- ☐ 8. Tyres have adequate thread.

B. Lift or lower system

- ☐ 9. Controls of the lift or lower system are able to move freely.
- ☐ 10. Lift or lower system is able to return to neutral when released.

F. Others

- ☐ 11. The battery connecting terminals are tight and free of exterior defects.
- ☐ 12. Battery covers and guarding over other hazardous parts are in place and secured.
- ☐ 13. There are no visible signs of leakage (e.g., oil, water).
- ☐ 14. Operator's seat is free of visible defects.
- ☐ 15. Ensure the following is in good working condition:
 - ☐ (a) Rear view mirror
 - ☐ (b) Seat belt
 - ☐ (c) Mast or forks
 - ☐ (d) Fan belt
 - ☐ (e) Lifting chain
 - ☐ (f) Lifting hose
 - ☐ (g) Limit switches
 - ☐ (h) Hour meter gauge and other gauges on the instrument pane

☐ (i) Battery charge or discharge indicator

☐ (j) Horn

☐ (k) Hydraulic control lever

☐ (l) Reverse warning buzzer

☐ (m) Backup alarm

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