

Forklift Daily Inspection Checklist

Pre-operation (key off) and operational (key on) checks — OSHA 29 CFR 1910.178(q)(7): examine each truck before placing it in service, at least daily, and after each shift where trucks are used round-the-clock.

Modelled on OSHA's sample daily checklists (developed with the Industrial Truck Association) — a guide only, not a substitute for the standard; adapt items to each truck type. OSHA does not require the examination to be recorded in writing (letters of interpretation, Feb 7 and May 9, 2000) — a completed checklist is how you show an inspector the exams happened, and how defects get reported and corrected. Covers federal OSHA; state plans (e.g. Cal/OSHA) can have their own powered-industrial-truck rules.

Truck identification

Truck ID / fleet no.		Make / model	
Serial number		Hour meter reading	
Fuel type	☐ Electric ☐ Diesel ☐ Gasoline ☐ LPG	Shift	☐ 1st ☐ 2nd ☐ 3rd
Operator name		Date	

Items marked [IC only], [Diesel only], [LPG only] or [Electric only] apply to that fuel type — mark N/A otherwise. IC = internal combustion (gasoline / LPG / diesel).

Pre-operation check — key off

Item	OK	Defect	N/A
Walk-around: no leaks under or on the truck — fuel, engine oil, radiator coolant, hydraulic oil (IC) / hydraulic oil, battery (electric)	☐	☐	☐
Tires: condition and pressure — no cuts, gouges or missing chunks	☐	☐	☐
Forks: condition of blades, heel, and top clip retaining pin — no cracks, bends or excessive wear	☐	☐	☐
Load backrest extension securely attached	☐	☐	☐
Mast chains, cables and stops: visual check — use a stick, never hands, to check chain tension	☐	☐	☐
Hydraulic hoses: no leaks, cracks or visible defects	☐	☐	☐
Overhead guard attached and undamaged	☐	☐	☐
Finger guards attached	☐	☐	☐
Safety decals and warnings in place and legible	☐	☐	☐
Nameplate/capacity plate attached — information matches model, serial number and fitted attachments	☐	☐	☐

Item	OK	Defect	N/A
Operator's manual on truck and legible	☐	☐	☐
Operator compartment clear of grease and debris	☐	☐	☐
Seat belt / operator restraint present and functioning (man-up trucks: fall protection/restraining means functioning)	☐	☐	☐
Hood latch adjusted and securely fastened	☐	☐	☐
Hydraulic fluid level correct	☐	☐	☐
Brake fluid level correct	☐	☐	☐
[IC only] Engine oil and transmission fluid levels — dipstick check	☐	☐	☐
[IC only] Radiator coolant level; belts and hoses visual check; engine air cleaner (squeeze dirt trap or check restriction alarm)	☐	☐	☐
[Diesel only] Fuel sedimentor checked	☐	☐	☐
[LPG only] Tank properly mounted within truck profile, restraint brackets secure, no rust, dents or cracks	☐	☐	☐
[LPG only] Pressure relief valve pointing up; hose and connectors free of leaks (wear face shield, long sleeves, gauntlet gloves)	☐	☐	☐
[Electric only] Battery water/electrolyte level and state of charge (wear face shield, rubber apron, rubber gloves)	☐	☐	☐
[Electric only] Battery restraint system adjusted and fastened	☐	☐	☐
[Electric only] Cables and connectors — no frayed or exposed wires	☐	☐	☐

Operational check — key on

Item	OK	Defect	N/A
Accelerator / direction control pedal functioning smoothly	☐	☐	☐
Service brake functioning smoothly; inch control functioning (if equipped)	☐	☐	☐
Parking brake holds the truck	☐	☐	☐
Steering operates smoothly	☐	☐	☐
Drive control: forward and reverse engage correctly	☐	☐	☐
Tilt control: forward and back functioning smoothly	☐	☐	☐
Hoist and lowering control functioning smoothly	☐	☐	☐
Attachment control operates correctly (if fitted)	☐	☐	☐
Horn functioning	☐	☐	☐

Item	OK	Defect	N/A
Lights and back-up alarm functioning (if equipped)	☐	☐	☐
Gauges and instrument monitors functioning — hour meter; [IC] oil pressure, fuel level, temperature, ammeter; [Electric] battery discharge indicator	☐	☐	☐
[IC only] Cab heater, defroster and wipers functioning (if equipped)	☐	☐	☐
No unusual noises or vibrations — investigate and report immediately; any defect found: report it, tag the truck out of service until corrected (1910.178(p)(1))	☐	☐	☐

Defects found and action taken

A truck showing any condition adversely affecting safety does not go into service (1910.178(q)(7)). Report defects immediately; the truck stays out of service until restored to safe operating condition (1910.178(p)(1)), with repairs by authorized personnel (1910.178(q)(1)).

Defect found	Reported to (name / time)	Action taken / truck tagged out?

Sign-off

Operator name		Operator signature	
Date / shift		Fluids / fuel / water added	
Supervisor notified of defects		Date / time notified	

Applicable standards — reference

This template is informed by the following standards. Always consult the current published standard for your jurisdiction.

Region	Standard	What it covers
US (federal)	29 CFR 1910.178(q)(7)	Examine before placing in service, at least daily — and after each shift where trucks are used round-the-clock. Defects immediately reported and corrected.
US (federal)	29 CFR 1910.178(p)(1) / (q)(1)	Any truck in need of repair, defective or in any way unsafe comes out of service until restored to safe operating condition. Repairs by authorized personnel.
US (federal)	OSHA letters of interpretation (2000)	No written record of the daily exam is required — record retention is at the employer's discretion. A written checklist is an additional practice that proves the exams happened.
US (federal)	Seat belts — OSH Act 5(a)(1)	1910.178 has no seat-belt-use clause; OSHA enforces use on equipped trucks under the General Duty Clause, and 1910.178(q)(6) prohibits removing manufacturer-fitted seat belts.
US (construction)	29 CFR 1926.602	Construction sites: industrial trucks must meet ANSI B56.1-1969 for inspection, testing, maintenance and operation; operator-training requirements are identical to 1910.178(l).
US (training)	29 CFR 1910.178(l)	Employer certifies training and evaluation — operator name, training date, evaluation date, trainer identity. Evaluation at least every three years; refresher training after unsafe operation, an accident or near-miss, a failed evaluation, assignment to a different truck type, or a workplace change.
US (design)	ANSI/ITSDF B56.1	Consensus design/construction standard for powered industrial trucks. 1910.178(a)(2) incorporates the 1969 edition by reference; the current edition is maintained by ITSDF.