

UCR Forklift Pre-Use Inspection

Inspections are required prior to use during each shift or every eight hours. If any deficiencies are found, they must be reported to your supervisor immediately. The truck must not be used until a supervisor has verified appropriate repairs and the truck deemed safe for use.

Inspected by:

Inspection Date:

Operator Number:

Department:

Forklift being inspected:

Forklift Mileage/Hour Reading:

POWER OFF CHECKS	OK	NO	N/A
Wheels and tires			
Lights and strobes			
Mirrors and visibility aids			
Engine cover panel(s)			
Engine clear of debris			
Engine belts and hoses in good condition			
Engine air filter indicator			
wires, cable, and terminals			
Battery clean, dry, & secure			
Engine oil level			
Engine coolant level			
Hydraulic oil level			
Transmission oil level			
Fluid leaks - any			
LPG tank secure and no leaks			
Hydraulic cylinders, rods, & locking pins			
Hydraulic hoses, lines, & fittings			
Capacity Plate/Load Charts			
Decals and labels			
Manufacturer's manual			
Windows/Screens/Doors			
Overhead guard/Cab			
Mast/boom			
Carriage & lifting attachments			
Counterweight and counterweight bolts			
Fire Extinguisher			
Unit overall clean usable condition			

POWER ON CHECKS	OK	NO	N/A
Seat belt in good working condition			
Unit starts and runs properly			
Instruments/system warning indicators			
Fuel level/charge level			
Horn			
Back up alarm			
Work lights and Flashing Lights			
Mast raise and lower			
Side shift			
Tilt forward and back			
Drive forward and reverse			
Brakes			
Parking brake			
Frame Leveler			

Report all problems found to your supervisor. Do not use the lift if there are problems until they are fixed. ALWAYS lockout unsafe equipment to prevent injuries.

