# DAILY ELECTRIC FORKLIFT INSPECTION

OSHA 29 CFR 1910.178(q)(7): examine before use, at least daily — after every shift when trucks run around the clock.

**Unit** _____ **Date** _____ **Shift** _____ **Hour meter** _____ **Operator** _____

## KEY OFF · WALK AROUND IT

| | OK | Defect |
|---|---|---|
| ■ Fluid leaks under the unit | ☐ | ☐ |
| ■ Tires and wheels | ☐ | ☐ |
| ■ Forks | ☐ | ☐ |
| ■ Mast chains | ☐ | ☐ |
| ■ Hydraulic hoses, fittings, and cylinders | ☐ | ☐ |
| Hydraulic fluid level | ☐ | ☐ |
| ■ Overhead guard | ☐ | ☐ |
| ■ Load backrest extension | ☐ | ☐ |
| ■ Data / capacity plate | ☐ | ☐ |
| ■ Seat belt | ☐ | ☐ |
| ■ Seat and seat switch | ☐ | ☐ |

## ELECTRIC · EVERY DAY

| | OK | Defect |
|---|---|---|
| ■ Charger unplugged and cable stowed | ☐ | ☐ |
| ■ Battery restraint and hood latch | ☐ | ☐ |
| ■ Battery case condition | ☐ | ☐ |
| ■ Battery terminals and connector | ☐ | ☐ |
| State of charge | ☐ | ☐ |

## KEY ON · SEAT BELT ON

| | OK | Defect |
|---|---|---|
| Hour meter reading | ☐ | ☐ |
| ■ Gauges and warning lights | ☐ | ☐ |
| ■ Horn | ☐ | ☐ |
| ■ Backup alarm | ☐ | ☐ |
| Lights and beacon | ☐ | ☐ |
| ■ Service brake | ☐ | ☐ |
| ■ Parking brake | ☐ | ☐ |
| ■ Deadman / operator presence control | ☐ | ☐ |
| ■ Steering | ☐ | ☐ |
| ■ Forward and reverse control | ☐ | ☐ |
| ■ Lift and lower | ☐ | ☐ |
| ■ Tilt forward and back | ☐ | ☐ |
| ■ Hydraulic drift check | ☐ | ☐ |
| ■ Unusual noises, smells, or vibration | ☐ | ☐ |
| Anything else to report | ☐ | ☐ |

■ **Critical.** If a critical item has a defect, do not operate the truck. Tag it out and tell your supervisor before the shift starts.

**Defects and notes**

_____

_____

_____

_____

Operator signature _____ Supervisor (if a defect was found) _____

**Skip the paper. Scan to try it free, or go to safechecklist.com**

The same checklist on any phone, from a QR code on the truck. The supervisor hears about a defect in seconds. 7 days free, no card.