



Daily Forklift Pre-Operation Inspection

Industrial trucks shall be examined before being placed in service, and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examination shall be made at least daily. Where industrial trucks are used on a round-the-clock basis, they shall be examined after each shift. Defects when found shall be immediately reported and corrected (OSHA 1910.178(g)(7)).

Project Number		Date:		Project Number		Date:	
Model #		Serial #		Model #		Serial #	
Driving Hour Meter Reading		Shift (Only 1)		Driving Hour Meter Reading		Shift (Only 1)	

Safety Checklist		Circle		Safety Checklist		Circle	
Are there any leaks under the industrial truck (hydraulic, acid, etc.)?	Yes	No		Are there any leaks under the industrial truck (hydraulic, acid, etc.)?	Yes	No	
Tire condition (excessive wear or damage)?	Yes	No		Tire condition (excessive wear or damage)?	Yes	No	
Are the forks excessively damaged, bent, cracked, or worn?	Yes	No		Are the forks excessively damaged, bent, cracked, or worn?	Yes	No	
Is the mast in good condition (mast, chains, & hoses)?	Yes	No		Is the mast in good condition (mast, chains, & hoses)?	Yes	No	
Is the overhead guard damaged or obstruct operators view?	Yes	No		Is the overhead guard damaged or obstruct operators view?	Yes	No	
Is the battery inadequately charged or dirty?	Yes	No		Is the battery inadequately charged or dirty?	Yes	No	
Are the battery cables and connector in poor condition?	Yes	No		Are the battery cables and connector in poor condition?	Yes	No	
Is the hydraulic level inadequate?	Yes	No		Is the hydraulic level inadequate?	Yes	No	
Is there a seat belt and does it function properly?	Yes	No		Is there a seat belt and does it function properly?	Yes	No	
Is the capacity placard and decals in place and legible?	Yes	No		Is the capacity placard and decals in place and legible?	Yes	No	
Does the parking and service brake function properly?	Yes	No		Does the parking and service brake function properly?	Yes	No	
Are there any problems with the steering or controls?	Yes	No		Are there any problems with the steering or controls?	Yes	No	
Do the horn and lights function properly?	Yes	No		Do the horn and lights function properly?	Yes	No	
Do the meters and battery discharge indicator function properly?	Yes	No		Do the meters and battery discharge indicator function properly?	Yes	No	
Is there excessive damages to the forklift attachments?	Yes	No		Is there excessive damages to the forklift attachments?	Yes	No	

This inspections is for documentation purposes only and does not replace a pre-use visual inspection. If the forklift was not utilized during a shift, mark through that day and document that it was not utilized.

If you find a deficiency or flaw in the equipment list any corrective actions below.

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Inspection Conducted By:

Return the Completed Form to: ES&S Site Safety Division

Copy to: NRAO ES&S Admin Support - Diana Torres: dltorres@nrao.edu

2/26/2020