

Forklift Daily Inspection Checklist

Pre-shift form for visual checks, operational checks, defects, and sign-off.

Company/Site	Truck ID	Date
Shift	Operator	Hour Meter

Inspection items

Check item	OK	Not OK	Notes / action
Forks, heel, carriage, load backrest, mast, chains, and hoses show no unsafe damage.			
Tires, wheels, overhead guard, seat belt, labels, data plate, and operator area are ready.			
No fresh hydraulic, fuel, coolant, oil, or battery-related leak is visible.			
Horn, lights, alarms, steering, service brake, parking brake, lift, lower, and tilt work.			
Battery, propane, diesel, or other power-source checks are completed for this truck.			
Attachments, clamps, fork extensions, or side shift are checked if installed.			
Defects are recorded, reported, and reviewed before the truck is used.			

Defect log

Describe defect, exact location, action taken, and whether equipment was removed from service.

Operator signature / date	Supervisor or reviewer / date
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