

Forklift Pre-Operation Inspection Report

Site / Project	_____	Address	_____
Inspector name	_____	Company	_____
Date	_____	Time	_____

Documentation aid only. Adapt this resource to the site, manufacturer instructions, and applicable local requirements. It does not replace a competent person, professional judgment, legal advice, or a required statutory form.

Jurisdiction: US. OSHA 29 CFR 1910.178 is the US standard for powered industrial trucks. Adaptable to other jurisdictions with equivalent forklift regulations.

Inspection checklist

Inspection header

Forklift type and model

Forklift ID / serial number

Operator name

Date and shift

5-Point visual checklist (engine off)

☐ Tires and wheels: no chunking, missing rubber, proper inflation; lug nuts tight	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Forks and mast: no cracks in fork heels; mast chains equally tensioned, no stretching or rust	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Fluid levels: engine oil, hydraulic fluid, coolant, brake fluid; no fresh fluid drips on floor	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Safety guards: overhead guard firmly attached; load backrest extension in place	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Decals and nameplate: data capacity plate legible; safety warning decals present and legible	☐ Pass	☐ Fail	☐ N/A	Notes: _____

4-Point operational checklist (engine on)

☐	Brakes: foot brake and parking brake functional; pedal not spongy; parking brake holds on incline	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Steering: turns fully left and right; no grinding noises; no excessive play in column	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Hydraulics: forks raise and lower to full limits; mast tilts fully forward and back; movement smooth, not jerky	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Safety alarms: horn loud enough over warehouse noise; backup alarm and flashing strobe light functional	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Defective forklift handling

☐	Forklift parked in designated out-of-service area	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Key removed	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	'Do Not Operate' tag placed on steering wheel	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Inspection report submitted to maintenance supervisor	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Operator signature	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Findings

#	Item	Location	Severity	Action required
1				
2				
3				
4				
5				
6				
7				
8				

Signature

Inspector signature _____

Name _____

Date _____

References consulted

OSHA 29 CFR 1910.178(q)(7) – Examination before service

OSHA 29 CFR 1910.178(p)(1) – Defective trucks out of service

ANSI/ITSDF B56.1 – Safety standard for low-level and high-level loaders

OSHA – Powered industrial trucks eTool

Verify the current edition and local adoption before use.