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Division of Workers' Compensation



Powered Industrial Truck Inspection Checklists

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DISCLAIMER

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INTRODUCTION



Powered industrial trucks, commonly called forklifts or lift trucks, are used in many industries, mostly to move materials. These trucks can also be used to raise, lower, or remove large objects or a number of smaller objects on pallets or in boxes, crates, or other containers.

OSHA requires that all powered industrial trucks receive an inspection at least once a day before a shift. The following

information is designed to help you with your **pre-shift safety inspection**. Since there are many models and modifications on powered industrial trucks, this information is not intended to be a complete list. You must use a checklist specifically written for your vehicle(s).

While the details may vary from business to business, the following pre-shift inspection information should be a cornerstone of your culture of safety.

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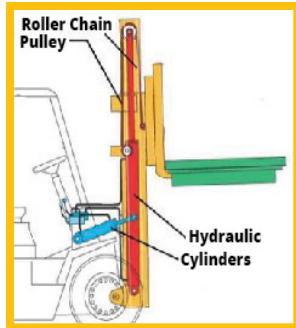
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Internal Combustion Lift Trucks

Parts of a Forklift Truck



Part 1: Combustion Engine Off Checks	OK	Needs Repair	Comments
Leaks – no visible fuel, hydraulic oil, engine oil, or radiator coolant.			
Tires – correct pressure, free of excessive wear/damage, and nuts are tight.			
Forks, Mast, Top Clip Retaining Pin, and Heel – not bent, worn, or cracked. The upper limit stops properly.			
Load Backrest Extension – attached, in place, not bent, cracked, or loose.			
Hydraulic Hoses, Mast Chains, Cables and Stops – visually without damage.			
Overhead Guard – attached, in place, not bent, cracked, or loose.			

Part 1: Combustion Engine Off Checks <i>(continued)</i>	OK	Needs Repair	Comments
Propane Tank (LP Gas Truck) – No rust, corrosion, or damage. Properly secured, connections good, no leaks detected, and fuel level gauge good.			
Safety Warning Decals and Operator’s Manual – present and readable.			
Battery – check charge, tight connections, and water/electrolyte level.			
All Engine Belts – visually without cracks or other damage.			
Hydraulic Fluid – at proper level.			
Engine Oil – at proper level.			
Transmission Fluid – at proper level.			
Engine Air Cleaner – squeeze the rubber dirt trap or check the restriction alarm (if equipped) to prevent clogs.			
Fuel Sedimenter (Diesel Truck) – free from build-up and condensation.			
Radiator Coolant – proper level.			
Load Rating Plate/Nameplate – present and readable.			
Seat Belt or Restraint – functions properly and is not damaged.			
Hood Latch and Covers – latches are adjusted and securely fastened.			
Brake Fluid – at proper level.			
Head, Tail, and Warning Lights – appear free of damage.			
Controls – plainly marked and indicate the direction of travel or motion.			
Part 2: Combustion Engine On Checks	OK	Needs Repair	Comments
Engine – runs smooth and quiet, no leaks, sparks, or abnormal color or smell from the exhaust.			
Horn – functions properly.			

Part 2: Combustion Engine On Checks <i>(continued)</i>	OK	Needs Repair	Comments
Turn Signal (if equipped) – functions smoothly.			
Accelerator or Direction Control Pedal – functions smoothly.			
Brake and Clutch – functions smoothly.			
Parking Brake – operates properly.			
Steering – operates smoothly, responsively, and free of excessive play.			
Drive Control (forward and reverse) – functions smoothly.			
Tilt Control (forward and back) – functions smoothly.			
Lift/Hoist and Lowering Control – functions smoothly.			
Attachment Control – functions properly.			
Head, Tail, and Warning Lights – operate properly.			
Heater, Defroster, and Wipers (if equipped) – functioning.			
Gauges (Ammeter, Oil Pressure, Hour Meter, Fuel, Temperature) – operate properly.			
Backup Alarm (if equipped) – functions properly.			



Electric Lift Trucks

Forklift Controls

Steering Wheel

Facilitates the steering of the forklift

Steering Wheel Knob

Enables you to hold on to the steering wheel and move in a smooth pattern

Parking Brake Lever

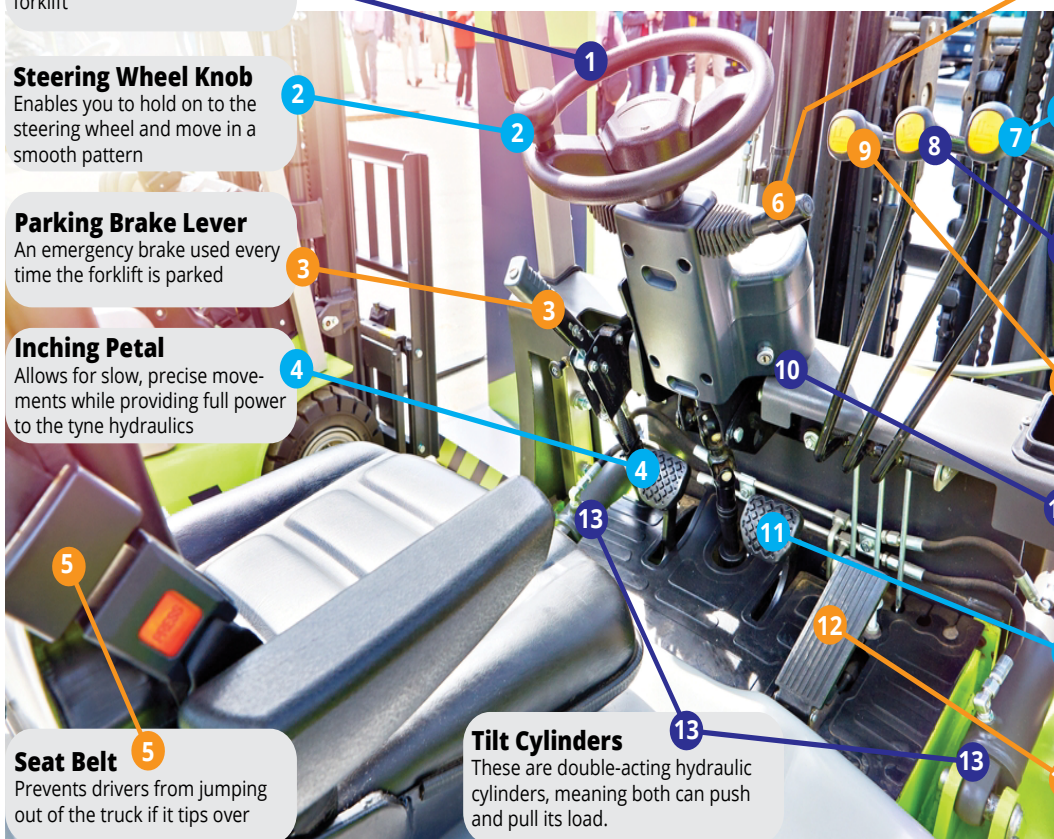
An emergency brake used every time the forklift is parked

Inching Pedal

Allows for slow, precise movements while providing full power to the tyne hydraulics

Seat Belt

Prevents drivers from jumping out of the truck if it tips over



Tilt Cylinders

These are double-acting hydraulic cylinders, meaning both can push and pull its load.

Forward-Reverse Lever

Used to make a directional change forward or backward

Sideshifter Lever

Used to safely shift a load from side to side

Lift Control Lever

Raises and lowers the forks or attachments

Tilt Control Lever

Moves the mast forward or backward

Key Cylinder

Activates the voltage from the battery to the ignition coil to produce the engine spark

Brake Pedal

Acts as a brake and disengages the transmission allowing the engine speed to increase or decrease

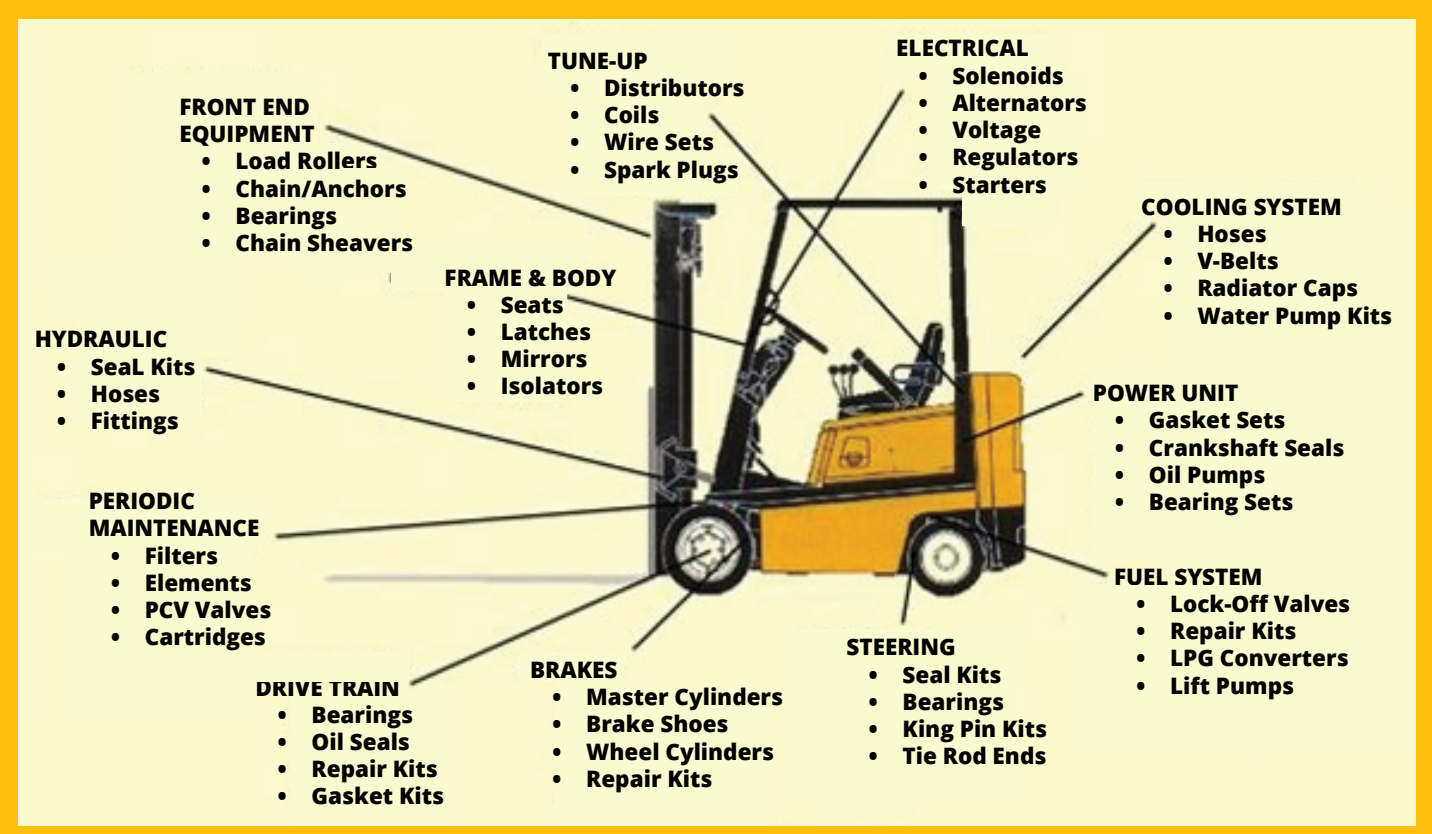
Accelerator Pedal

Enables the forklift to accelerate

Part 3: Electric Engine Off Checks	OK	Needs Repair	Comments
Leaks – no visible oil or battery fluid.			
Tires – correct pressure, no excessive wear or tear, and nuts are tight.			
Overhead Guard – attached, in place, not bent, cracked, or loose.			
Forks and Mast – not bent, worn, or cracked. Top clip, retaining pin, and heel in good condition and the upper limit stops properly.			
Load Backrest Extension – attached, in place, not bent, cracked, or loose.			
Head, Tail, and Warning Lights - where present, appear to be free of damage.			

Part 3: Electric Engine Off Checks <i>(continued)</i>	OK	Needs Repair	Comments
Hydraulic Fluid - correct level.			
Brake Fluid - correct level.			
Hydraulic Hoses, Mast Chains, Cables & Stops – check visually.			
Capacity/Load Rating Plate – present, readable, and info matches truck.			
Safety Warning Decals and Operator’s Manual – present and readable.			
Battery – correct charge and water/electrolyte level.			
Battery Restraint System – adjusted and fastened.			
Seat Belt or Other Operator Restraint -- functions properly, smoothly, and is not damaged.			
Fall Protection (on man-up trucks) – functions properly.			
Hand Controls - plainly marked and indicate the direction of travel or motion.			
Part 4: Electric Engine On Checks	OK	Needs Repair	Comments
No Noise or Vibrations – investigate unusual noises or vibrations immediately.			
Accelerator (or Direction Control Pedal) – operates smoothly.			
Parking Brake – operates smoothly.			
Service Brake – operates smoothly.			
Steering Operation – operates smoothly, responsive, and is free of excessive play.			
Drive Control (forward and reverse) – operates smoothly.			
Tilt Control (forward and back) – operates smoothly.			
Lift and Lowering Control – operates smoothly.			
Attachment Control – functions properly.			

Part 4: Electric Engine On Checks <i>(continued)</i>	OK	Needs Repair	Comments
Horn – functions properly.			
Turn Signal (if equipped) – operates properly.			
Head, Tail, and Warning Lights (where present) – work and are aimed correctly.			
Hour Meter – functioning.			
Battery Discharge Indicator Lamp – functioning.			
Gauges and Instrument Monitors – working properly.			
Backup Alarm (if equipped) – working properly.			
Part 5: Electric Charger Inspection	OK	Needs Repair	Comments
On-Forklift Charger -- working properly.			
Off-Forklift Charger -- working properly.			



Stand-up/Stand-on Lift Trucks

Stand-up or stand-on lift trucks are designed to be operated while standing on a platform or in a small compartment. Since there is a wide range of models and modifications available, the following checklist is not comprehensive. Always refer to the manufacturer's checklist for your specific vehicle. However, this general checklist is designed to help you with pre-shift inspections on the following materials-handling vehicles:

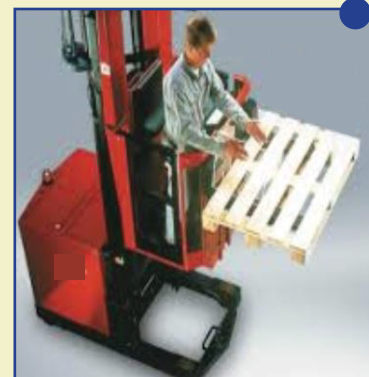
Order Pickers

Designed for picking individual items or cases from warehouse racking. They usually have a lifting platform that can be raised to the desired height, allowing the operator to access items at various levels. Order pickers are commonly used in e-commerce and retail distribution centers.



Reach Trucks

Have a compact design, excellent maneuverability, and extending forks that can reach into pallets and warehouse racking. These are commonly used for high stacking in narrow warehouse aisles.



Turret Trucks

(Also known as **man-up trucks**) Designed for very narrow aisle (VNA) operations. They have a rotating mast that allows the operator to pick up or place loads from either side of the aisle without turning the truck. Turret trucks are commonly used in high-density warehouses.



Pallet Stackers

(Also known as **walkie stackers**) Typically used for low-level stacking of pallets in a warehouse or distribution center. They are operated by standing on a platform and can be used for a wide range of loads.

Electric Pallet Jacks

(Also known as **walkie riders**) Used to lift and move pallet loads over short distances in a warehouse or distribution center. These are operated by standing on a platform and are suitable for low-level order picking or horizontal transportation.



Part 6: Stand-Up/Stand-On Engine Off Checks	OK	Needs Repair	Comments
Battery - check charge, tight connections, and water/electrolyte level.			
Tires - correct pressure, no damage or excessive wear.			
Overhead Guard - attached, in place, not bent, cracked, or loose.			
Tilt Cylinder - (forward and back) - operates smoothly.			
Carriage - no visible damage.			
Gauges and Instrument Monitors - working properly			
Forks - not bent, worn, or cracked.			
Mast - no visible wear or cracks. Top clip, retaining pin, and heel in good condition, and the upper limit stops properly.			
Cylinder Lift - (tilt and reach if equipped) - no signs of stress or wear. Hydraulic fluids at a proper level.			
Lift Chains - no visible damage.			
Nameplate - present and readable.			
Battery Retainer Plate - no wear, cracks, or other damage.			
Part 6: Stand-Up/Stand-On Engine On Checks	OK	Needs Repair	Comments
Engine - runs smooth, no abnormal noise, color, or smell.			
Parking Brake - functions smoothly.			
Lifting Control - functions smoothly.			
Tilt Control - (forward and back) - functions smoothly.			
Forward Driving - steering and braking functions smoothly and properly.			
Reverse Driving - steering and braking functions smoothly and properly.			

Part 6: Stand-Up/Stand-On Engine On Checks <i>(continued)</i>	OK	Needs Repair	Comments
Backup Alarm – operates properly.			
Lights – operates properly.			
Horn – operates properly.			
Gauges – operate properly.			
Leaks – no visible oil or battery fluid.			



Report any problems identified in the pre-shift inspection to your supervisor immediately.



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