



Forklift Pre-Operational Inspection Checklist

Model: _____

Truck #: _____

	Operator #1	Operator #2	Operator #3	Operator #4	Operator #5
Operator Name					
Hour Meter Reading					
Date (Month/Day/Year)					
Operator's Signature					

Certified Forklift Operator: Complete this form, before each use. Check "OK" if the items are in good condition/operation or check the "Repair Required" if the item is not in proper order. **IMPORTANT:** The forklift must not be utilized if there are any items that require repairs. Have a service company repair prior to use. **Note to Supervisor's:** It is your responsibility to ensure your operators are continually performing and documenting their pre-use inspections.

Workplace Inspection	Criteria	Operator #1		Operator #2		Operator #3		Operator #4		Operator #5	
		OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.
Ground Conditions	Drop-offs, holes, debris, etc.										
Overhead Hazards	Structures, utility pipes, fans, lights, etc.										
Unauthorized Access	People, vehicles, equipment, etc.										
Safety Items	Fire extinguisher, PPE, eye wash, first aid kit, etc.										

Key Off (Visual Check)	Criteria	Operator #1		Operator #2		Operator #3		Operator #4		Operator #5	
		OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.
General Overview	Parking brake, fluid leaks on floor, damage, etc.										
Forks/Attachment, Backrest	Bent, cracked, locking pins, worn, mismatched										
Mast, Lift Chains, Rollers	Broken welds, cracks, bent, greased, rust										
Hydraulic Cylinders/Hoses	Leaks, damaged, bubbles/cuts on hose										
Tires/Wheel – All Tires	Lug nuts, rim damage, sidewall, tread, pressure										
Overhead Guard – All Sides	Broken welds, missing bolts, damaged areas										
Capacity Plate/Safety Decals	Legible, attached to unit										
Seatbelt/Operator Restraint	Worn, damage, working, locks when attached										
Controls and Pedals	Hydraulic controls and pedals move freely										
Counterweight	Bolts, damage, cracks in exhaust/radiator										
Propane Cylinder <input type="checkbox"/> N/A	Mounted properly, damage, leaks, date										
Fluid Checks (All Accessible)	Engine oil/hydraulic/brake/transmission/coolant										
Battery	Secure, cell caps, leaks, corrosion, cables										

Key On (Oper. Checks)	Criteria	Operator #1		Operator #2		Operator #3		Operator #4		Operator #5	
		OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.
Seatbelt	Seatbelt is engaged prior to any motion										
Gauges	All warning lights and gauges										
Warning Devices/Lights	Horn, backup alarm, all lights working										
Parking and Service Brake/Deadman Pedal	Parking brake holds when in gear, service brakes works travelling forward and reverse, stops unit										
All Hydraulic Operations	Proper operation and no leak through full range of motion: lift, lower, tilt, side-shift, reach, etc.										
Steering	No unusual noise, excessive free-play										

Supervisor's Initials _____

Use the section below to indicate any items that need repair or special attention. If required, tag the unit out of service.



Model: _____

RT Forklift Pre-Operational Inspection Checklist

Truck #: _____

	Operator #1	Operator #2	Operator #3	Operator #4	Operator #5
Operator Name					
Hour Meter Reading					
Date (Month/Day/Year)					
Operator's Signature					

Certified Forklift Operator: Complete this form, before each use. Check "OK" if the items are in good condition/operation or check the "Repair Required" if the item is not in proper order. **IMPORTANT:** The forklift must not be utilized if there are any items that require repairs. Have a service company repair prior to use. **Note to Supervisor's:** It is your responsibility to ensure your operators are continually performing and documenting their pre-use inspections.

Workplace Inspection	Criteria	Operator #1		Operator #2		Operator #3		Operator #4		Operator #5	
		OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.
Ground Conditions	Drop-offs, holes, obstructions, etc.										
Wind and Weather	High wind speeds, harsh weather conditions										
Overhead Hazards	Structures, MAD, utility pipes, fans, lights, etc.										
Unauthorized Access	People, vehicles, equipment, etc.										
Safety Items	Fire extinguisher, PPE, eye wash, first aid kit, etc.										

Key Off (Visual Check)	Criteria	Operator #1		Operator #2		Operator #3		Operator #4		Operator #5	
		OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.
General Overview	Parking brake, fluid leaks on floor, damage, etc.										
Forks/Attachment, Backrest	Bent, cracked, locking pins, worn, mismatched										
Boom	Broken welds, cracks, bent, greased, rust										
Hydraulic Cylinders/Hoses	Leaks, damaged, bubbles/cuts on hose										
Tires/Wheel – All Tires	Lug nuts, rim damage, sidewall, tread, pressure										
Overhead Guard – All Sides	Broken welds, missing bolts, damaged areas										
Capacity Plate/Safety Decals	Legible, attached to unit										
Seatbelt/Operator Restraint	Worn, damage, working, locks when attached										
Controls and Pedals	Hydraulic controls and pedals move freely										
Counterweight	Bolts, damage, cracks in exhaust/radiator										
Fluid Checks (All Accessible)	Engine oil/hydraulic/brake/transmission/coolant										
Battery	Secure, leaks, corrosion, cables										

Key On (Oper. Checks)	Criteria	Operator #1		Operator #2		Operator #3		Operator #4		Operator #5	
		OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.
Seatbelt	Seatbelt is engaged prior to any motion										
Gauges	All warning lights and gauges										
Warning Devices/Lights	Horn, backup alarm, all lights working										
Parking and Service Brake	Parking brake holds when in gear, service brakes works travelling forward and reverse, stops unit										
All Hydraulic Operations	Proper operation and no leak through full range of motion: lift, lower, tilt, side-shift, reach, etc.										
Steering	No unusual noise, excessive free-play										

Supervisor's Initials _____

Use the section below to indicate any items that need repair or special attention. If required, tag the unit out of service.



Loader Pre-Operational Inspection Checklist

Model: _____

Unit #: _____

	Operator #1	Operator #2	Operator #3	Operator #4	Operator #5
Operator Name					
Hour Meter Reading					
Date (Month/Day/Year)					
Operator's Signature					

Certified Loader Operator: Complete this form, before each use. Check "OK" if the items are in good condition/operation or check the "Repair Required" if the item is not in proper order. **IMPORTANT:** The loader must not be utilized if there are any items that require repairs. Have a service company repair prior to use. **Note to Supervisor's:** It is your responsibility to ensure your operators are continually performing and documenting their pre-use inspections.

Workplace Inspection	Criteria	Operator #1		Operator #2		Operator #3		Operator #4		Operator #5	
		OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.
Underground Utilities	Call Before You Dig										
Ground Conditions	Drop-offs, holes, obstructions, etc.										
Overhead Hazards	MAD, structures, etc.										
Unauthorized Access	People, vehicles, equipment, etc.										
Safety Items	Fire extinguisher, PPE, eye wash, first aid kit, etc.										

Key Off (Visual Check)	Criteria	Operator #1		Operator #2		Operator #3		Operator #4		Operator #5	
		OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.
General Overview	Park-brake, fluid leaks on ground, damage, etc.										
Bucket/Attachment	Bent, cracked, locking pins, worn, capacity										
Lift Arms	Broken welds, cracks, bent, greased, rust										
Hydraulic Cylinders/Hoses	Leaks, damaged, bubbles/cuts on hose										
Tires/Wheel/Tracks – All	Lug nuts, rim damage, sidewall, tread, pressure										
ROPS/FOPS – All Sides	Broken welds, missing bolts, damaged areas										
Capacity Plate/Safety Decals	Legible, attached to unit										
Seatbelt/Operator Restraint	Worn, damage, working, locks when attached										
Controls and Pedals	Hydraulic controls and pedals move freely										
Counterweight	Bolts, damage, cracks in exhaust/radiator										
Fluid Checks (All Accessible)	Engine oil/hydraulic/brake/transmission/coolant										
Battery	Secure, cell caps, leaks, corrosion, cables										

Key On (Oper. Checks)	Criteria	Operator #1		Operator #2		Operator #3		Operator #4		Operator #5	
		OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.
Seatbelt	Seatbelt is engaged prior to any motion										
Gauges	All warning lights and gauges										
Warning Devices/Lights	Horn, backup alarm, all lights working										
Parking and Service Brake	Parking brake holds when in gear, service brakes works travelling forward and reverse, stops unit										
All Hydraulic Operations	Proper operation and no leak through full range of motion: lift, lower, tilt, reach, etc.										
Steering	No unusual noise, excessive free-play										

Supervisor's Initials _____

Use the section below to indicate any items that need repair or special attention. If required, tag the unit out of service.



Model: _____

Aerial Lifts Pre-Operational Inspection Checklist

Truck #: _____

	Operator #1	Operator #2	Operator #3	Operator #4	Operator #5
Operator Name					
Hour Meter Reading					
Date (Month/Day/Year)					
Operator's Signature					

Certified Aerial Lift Operator: Complete this form, before each use. Check "OK" if the items are in good condition/operation or check the "Repair Required" if the item is not in proper order. **IMPORTANT:** *The aerial lift must not be utilized if there are any items that require repairs. Have a service company repair prior to use. Note to Supervisor's:* It is your responsibility to ensure your operators are continually performing and documenting their pre-use inspections.

		Operator #1		Operator #2		Operator #3		Operator #4		Operator #5	
Workplace Inspection	Criteria	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.
Ground Conditions	Drop-offs, holes, debris, etc.										
Wind and Weather	High wind speeds, harsh weather conditions										
Overhead Hazards	Structures, MAD, utility pipes, fans, lights, etc.										
Unauthorized Access	People, vehicles, equipment, etc.										
Safety Items	Fire extinguisher, PPE, eye wash, first aid kit, etc.										
Key Off (Visual Check)	Criteria	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.
Fall Protection	Worn, damage, working, locks when attached										
General Overview	Emergency stop, fluid leaks on floor, damage, etc.										
Guardrail System/Platform	Bent, cracked, door/safety chain latches, welds										
Boom, Lift Arms, Chains	Broken welds, cracks, bent, greased, rust										
Hydraulic Cylinders/Hoses	Leaks, damaged, bubbles/cuts on hose										
Tires/Wheel – All Tires	Lug nuts, rim damage, sidewall, tread, pressure										
Turret/Base – All Sides	Broken welds, missing bolts, damaged areas										
Capacity Plate/Safety Decals	Legible, attached to unit, manuals present										
Controls and Pedals	Hydraulic controls and pedals move freely										
Counterweight	Bolts, damage, etc.										
Propane Cylinder <input type="checkbox"/> N/A	Mounted properly, damage, leaks, date										
Fluid Checks (All Accessible)	Engine oil/hydraulic/coolant, etc.										
Battery	Secure, cell caps, leaks, corrosion, cables										
Key On (Oper. Checks)	Criteria	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.	OK	Repair Req'd.
Emergency Controls	Emergency lowering and auxiliary controls										
Warning Devices	Horn, backup alarm, slope warning										
Fall Protection	Engaged prior to any motion when in platform										
Ground/Platform Controls	Proper operation and no leak through full range of motion: lift, lower, tilt, reach, extension, etc.										
Gauges	All warning lights and gauges										
Brake, Foot/Hand Switch	Brake holds when released, brakes works travelling forward and reverse, stops unit										
Steering	No unusual noise, excessive free-play										
Supervisor's Initials											

Use the section below to indicate any items that need repair or special attention. If required, tag the unit out of service.
