

Daily Inspection Checklist

Use these OSHA-aligned checklists to support day-to-day powered industrial truck safety. A written pre-shift inspection remains an employer duty under 29 CFR 1910.178. Adapt items to your equipment and site procedures.

Operator: _____ Date: _____ Unit / ID: _____ Shift: _____

Daily Inspection Checklist: Electric Forklift Truck

KEY OFF Procedures

- The vehicle inspection
 - Overhead guard
 - Hydraulic cylinders
 - Mast assembly
 - Lift chains and rollers
 - Forks
 - Tires
- Examine the battery
- Check the hydraulic fluid level

KEY ON Procedures

- Check the gauges
 - Hour meter
 - Battery discharge indicator
- Test the standard equipment
 - Steering
 - Brakes
 - Front, tail, and brake lights
 - Horn
 - Safety seat (if equipped)
- Check the operation of load-handling attachments

Daily Inspection Checklist: Propane Forklift Truck

KEY OFF Procedures

- The vehicle inspection
 - Overhead guard
 - Hydraulic cylinders
 - Mast assembly
 - Lift chains and rollers
 - Forks
 - Tires
 - LPG tank and locator pin
 - LPG tank hose
 - Gas gauge
- Check the engine oil level
- Examine the battery
- Check the hydraulic fluid level
- Check the engine coolant level

KEY ON Procedures

- Test the front, tail, and brake lights

ENGINE RUNNING Procedures

- Check the gauges
 - Oil pressure indicator lamp
 - Ammeter indicator lamp
 - Hour meter
 - Water temperature gauge

- Test the standard equipment
 - Steering
 - Brakes
 - Horn
 - Safety seat (if equipped)
- Check the operation of load-handling attachments
- Check the transmission fluid level

Daily Inspection Checklist: Yard Forklift Truck

KEY OFF Procedures

- The vehicle inspection
 - Overhead guard
 - Hydraulic cylinders
 - Mast assembly
 - Lift chains and rollers
 - Forks
 - Tires
 - LPG tank and locator pin
 - LPG tank hose
 - Gas gauge
- Check the engine oil level
- Examine the battery
- Inspect the hydraulic fluid level
- Check the engine coolant level

KEY ON Procedures

- Test the standard equipment
 - Front, tail, and brake lights
 - Fuel gauge (if diesel)
 - Windshield wiper
 - Heater

ENGINE RUNNING Procedures

- Check the gauges
 - Oil pressure indicator lamp
 - Ammeter indicator lamp
 - Ammeter
 - Hour meter
 - Water temperature gauge
- Test the standard equipment
 - Steering
 - Brakes
 - Horn
 - Safety seat (if equipped)
- Check the operation of load-handling attachments
- Check the transmission fluid level

Daily Inspection Checklist: Reach Truck

KEY OFF Procedures

- The vehicle inspection
 - Overhead guard
 - Hydraulic cylinders
 - Mast assembly
 - Lift chains and rollers
 - Forks
 - Tires
 - Battery cables
 - Safety door
 - Hydraulic fluid

KEY ON Procedures

- Check the gauges
 - Battery discharge indicator
 - Hour meter
- Test the standard equipment
 - Steering
 - Brakes
 - Lights
 - Horn
- Test the control lever
- Check the operation of load-handling attachments

Daily Inspection Checklist: Order Picker

KEY OFF Procedures

- The vehicle inspection
 - Hoist lines, cables, and chains
 - Hour meter
 - Tires
 - Battery cables
 - Limiting device

KEY ON Procedures

- Check the battery discharge indicator
- Test the standard equipment
 - Safety interlock
 - Steering
 - Brakes
 - Lights
 - Horn
- Check the accessories
 - Gripper jaws
 - Work platform

Sample generic checklist for powered industrial trucks

Use this section as a site worksheet. Mark each item Pass / Fail / N/A and note defects before releasing the truck to service.

- Overhead Guard: Broken welds, missing bolts, or damaged areas?
 Pass ☐ Fail ☐ N/A ☐ Notes: _____
- Hydraulic Cylinders: Leakage or damage on lift, tilt, and attachment functions?
 Pass ☐ Fail ☐ N/A ☐ Notes: _____
- Mast Assembly: Broken welds, cracked or bent areas, worn or missing stops?
 Pass ☐ Fail ☐ N/A ☐ Notes: _____
- Lift Chains and Rollers: Wear, damage, kinks, rust, or need for lubrication? Squeaking?
 Pass ☐ Fail ☐ N/A ☐ Notes: _____
- Forks: Cracked, bent, worn, or mismatched? Excessive oil or water on forks?
 Pass ☐ Fail ☐ N/A ☐ Notes: _____

- Tires: Large cuts, missing rubber, missing lugs, or bond separation?
Pass ☐ Fail ☐ N/A ☐ Notes: _____
- Battery: Cell caps and terminal covers in place? Cables missing insulation?
Pass ☐ Fail ☐ N/A ☐ Notes: _____
- Hydraulic Fluid: Level correct for this equipment?
Pass ☐ Fail ☐ N/A ☐ Notes: _____
- Gauges: All gauges working properly?
Pass ☐ Fail ☐ N/A ☐ Notes: _____
- Steering: Excessive free play? Power steering pump working?
Pass ☐ Fail ☐ N/A ☐ Notes: _____
- Brakes: Service brake firm? Works in reverse? Parking brake holds the truck?
Pass ☐ Fail ☐ N/A ☐ Notes: _____
- Lights / Horn: If equipped, lights and horn working?
Pass ☐ Fail ☐ N/A ☐ Notes: _____
- Safety Seat: If equipped, safety seat / interlock working?
Pass ☐ Fail ☐ N/A ☐ Notes: _____
- Load Handling Attachments: Hesitation when hoisting, lowering, tilting, or side-shifting?
Pass ☐ Fail ☐ N/A ☐ Notes: _____

Do not operate unsafe equipment. Report defects immediately.