

Forklift Inspection Checklist: PIT Pre-Shift Daily Look

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Truck and operator

DATE	SHIFT START TIME
OPERATOR NAME	EMPLOYEE / BADGE NO.
UNIT NUMBER	SERIAL NUMBER
MAKE / MODEL	TRUCK TYPE
FUEL / POWER TYPE	HOUR METER
LOCATION	SHIFT
ATTACHMENTS ON THIS TRUCK	☐ I am trained and evaluated under 29 CFR 1910.178(l) on this truck type.

Identification and safety equipment

Item	OK	Defect	N/A	Notes
Nameplate / data plate	☐	☐	☐	
Rated capacity	☐	☐	☐	
Overhead guard	☐	☐	☐	
Seat belt / operator restraint	☐	☐	☐	
Seat mount and seat deck	☐	☐	☐	
Load backrest extension	☐	☐	☐	
Fire extinguisher (if equipped)	☐	☐	☐	
Safety warnings and decals	☐	☐	☐	
Operator's manual	☐	☐	☐	
Finger guards	☐	☐	☐	
Operator compartment	☐	☐	☐	

Forks, mast, chains, carriage, and tilt hardware

Item	OK	Defect	N/A	Notes
Forks	☐	☐	☐	
Top clip retaining pin and heel	☐	☐	☐	
Fork tips even	☐	☐	☐	

Carriage and fork position locks	☐	☐	☐	_____
Mast assembly	☐	☐	☐	_____
Lift chains	☐	☐	☐	_____
Chain rollers and sheaves	☐	☐	☐	_____
Cables and mast stops	☐	☐	☐	_____
Tilt hardware	☐	☐	☐	_____
Side shift or attachment carriage	☐	☐	☐	_____

Hydraulics, hoses, leaks, and cylinders

Item	OK	Defect	N/A	Notes
Hydraulic fluid level	☐	☐	☐	_____
Hydraulic hoses	☐	☐	☐	_____
Lift cylinders	☐	☐	☐	_____
Tilt cylinders	☐	☐	☐	_____
Attachment cylinders	☐	☐	☐	_____
Leaks under the truck	☐	☐	☐	_____
Excess oil on cylinders	☐	☐	☐	_____

Tires, wheels, and axle

Item	OK	Defect	N/A	Notes
Tire condition	☐	☐	☐	_____
Tire pressure / flattened tires	☐	☐	☐	_____
Wheels and rims	☐	☐	☐	_____
Lugs and fasteners	☐	☐	☐	_____
Bond / rubber-to-rim	☐	☐	☐	_____
Axle (visible)	☐	☐	☐	_____

Power unit (engine, LP, or battery)

Item	OK	Defect	N/A	Notes
Battery charge / electrolyte (electric)	☐	☐	☐	_____
Battery restraint	☐	☐	☐	_____
Battery cables and connectors	☐	☐	☐	_____
Charger disconnect / plugging and regen (electric)	☐	☐	☐	_____
Engine oil (IC)	☐	☐	☐	_____

Transmission fluid (IC)	☐	☐	☐	_____
Brake fluid reservoir	☐	☐	☐	_____
Engine coolant (IC)	☐	☐	☐	_____
Engine belts (IC)	☐	☐	☐	_____
Engine air cleaner (IC)	☐	☐	☐	_____
Fuel sedimenter (diesel)	☐	☐	☐	_____
Radiator (IC)	☐	☐	☐	_____
Hood latch	☐	☐	☐	_____
Fuel system leaks and cap (IC)	☐	☐	☐	_____
LP tank mount and relief valve	☐	☐	☐	_____
LP hoses, connectors, and brackets	☐	☐	☐	_____
LP tank condition and odor	☐	☐	☐	_____
Exhaust sparks, flames, or overheat	☐	☐	☐	_____

Brakes, steering, horn, lights, backup alarm, and gauges

Item	OK	Defect	N/A	Notes
Service brake	☐	☐	☐	_____
Parking brake	☐	☐	☐	_____
Deadman / operator presence / seat brake	☐	☐	☐	_____
Steering	☐	☐	☐	_____
Horn	☐	☐	☐	_____
Lights	☐	☐	☐	_____
Backup alarm	☐	☐	☐	_____
Gauges and hour meter	☐	☐	☐	_____
Accelerator / direction control	☐	☐	☐	_____
Inching control	☐	☐	☐	_____
Cab heater, defroster, and wipers	☐	☐	☐	_____

Operational (lift, lower, tilt, travel, parking brake hold)

Item	OK	Defect	N/A	Notes
Lift (hoist)	☐	☐	☐	_____
Lower	☐	☐	☐	_____
Tilt forward and back	☐	☐	☐	_____

Travel forward	☐	☐	☐	_____
Travel reverse	☐	☐	☐	_____
Parking brake hold	☐	☐	☐	_____
Attachment control	☐	☐	☐	_____
Unusual noises or vibration	☐	☐	☐	_____
Reach / order picker: emergency stop and mast guard	☐	☐	☐	_____
Walkie: emergency reverse	☐	☐	☐	_____

Defects and sign-off

DEFECTS FOUND

SERVICE STATUS

DEFECTS REPORTED TO

☐ Truck is in safe operating condition for this shift

OPERATOR SIGNATURE

SUPERVISOR SIGNATURE (IF REQUIRED)

TIME SIGNED

OTHER COMMENTS

Reference only. Verify against the vehicle OEM procedure and applicable regulations.