

## Daily Inspection Electric Forklift

<b>Date:</b>	<b>Operator:</b>	<b>CWID:</b>
<b>Forklift #:</b>	<b>Model # :</b>	<b>Hour Meter:</b>

### Electric Forklift: Tires

- | Yes                      | No                       | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Are the tires in good repair (e.g., no cuts, separation from the rim, excessive wear)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Are the tires properly inflated?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Are lug nuts present on each tire?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Are the lug nuts on each tire tightly secure?  |

### Electric Forklift: Forks

- | Yes                      | No                       | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Is the top clip retaining pin for each fork tightly secure?                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Is the top clip retaining pin for each fork in good repair (e.g., no cracks)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Are the forks properly aligned?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Are the forks in good repair (e.g., no cracks, bends, excessive wear)?        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Is the load back rest securely attached?                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Is the load back rest in good repair (e.g., no cracks or bends)?             |

### Electric Forklift: Mast and carriage

- | Yes                      | No                       | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Is the mast assembly in good repair (e.g., no cracks or dents, missing stops, broken welds)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Are the hydraulic cylinders in good repair (e.g., no cracks or leaks)?                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Are the lift chains and rollers in good repair (e.g., no cracks, kinks, rust)?               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Is the tension of the lift chains correct?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Are the lift chains and rollers properly lubricated?   |

### Electric Forklift: Body

- | Yes                      | No                       | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Is the body of the forklift in good repair (e.g., no cracks or dents)?                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. Is the body of the forklift clean (e.g., no grease or lint)?                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. Are covers over the battery and other hazardous parts in place and secure?                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. Is the overhead guard securely attached?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. Is the overhead guard in good repair (e.g., no cracks, bends, broken welds, missing bolts)? |

21. Is the nameplate present and legible?
22. Are safety decals or warning labels legible?
23. Is wiring in good repair (e.g., no cracks or bends)?
24. Are belts in good repair (e.g., no cracks or frays)?
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25. Are headlights in good repair (e.g., no cracks or breaks)?
26. Are headlights aimed correctly?
27. Are taillights in good repair (e.g., no cracks or breaks)?
28. Are reflectors in good repair (e.g., no cracks or breaks)?
29. Are warning lights in good repair (e.g., no cracks or breaks)?
30. Are hoses in good repair (e.g., no leaks, cracks, kinks)?
31. Are chains and cables in good repair (e.g., no cracks or bends)?
32. Are control levers properly labeled?

**Electric Forklift: Cab**

- | Yes                      | No                       | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 33. Is the operator manual present?                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 34. Is the cab clean?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 35. Is the seatbelt in good repair (e.g., no frays or excessive wear)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 36. Does the seatbelt work properly?                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 37. Is the seat in good repair?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 38. Is the seat adjusted properly?                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 39. Are all control levers properly labeled?                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 40. Are mirrors in good repair (e.g., no cracks or breaks)?            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 41. Are mirrors clean?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 42. Are mirrors adjusted properly?                                     |

**Electric Forklift: Fluids**

- | Yes                      | No                       | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 43. Is the hydraulic fluid level adequate? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 44. Is the brake fluid level adequate?     |

**Electric Forklift: Battery**

- | Yes                      | No                       | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 45. Is the battery in good repair (e.g., no corrosion or missing cable insulation)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 46. Are battery connections in good repair (e.g., no cracks or excessive wear)?     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 47. Are battery connections tight?  |

- 48. Are cell caps in place?
- 49. Is the battery cover in place?
- 50. Is the electrolyte level adequate?
- 51. Is the battery charged?

**Electric Forklift: Attachments**

- | Yes                      | No                       | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 52. Does the nameplate account for the attachment being used?    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 53. Is the attachment in good repair (e.g., no cracks or bends)? |

**Electric Forklift: Systems and controls**

- | Yes                      | No                       | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 54. Does the motor run smoothly?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 55. Does the accelerator work and function smoothly?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 56. Is steering smooth and responsive (e.g., free of excessive play)?                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 57. Does the turn signal work?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 58. Does the horn, whistle, gong, or other warning device sound?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 59. Does the backup alarm work?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 60. Do the lights work?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 61. Does the brake work and function smoothly (e.g., no grabbing)?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 62. Does the parking brake work (e.g., holds the forklift on an incline)?                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 63. Does the drive control work in forward and reverse and function smoothly?                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 64. Do the lift controls raise and lower the forks properly and function smoothly (e.g., no excess drift)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 65. Does the tilt control work forward and back and function smoothly (e.g., no excess drift)?             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 66. Does the attachment control work and function smoothly (e.g., no hesitation)?                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 67. Does the battery discharge indicator work?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 68. Does the hour meter work?  |

**Note: If forklift needs any repairs please tag out of service until repaired.**

Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_