

Forklifts: pre-use inspection

Forklifts are integral pieces of warehouse equipment and undergo rigorous use every day. As a result, frequent inspections are required to ensure the quality of the equipment. Inspections are necessary to protect the forklift operator because malfunctions in the equipment can potentially cause a serious or fatal injury. Before using the forklift, the operator must conduct and document a pre-use inspection. Pre-use inspection checklists include a visual check and an operational check.

Remember that these are general guidelines regarding forklifts. There are several different types of forklifts, which requires attention to different components during a pre-use inspection. Please refer to the manufacturer for details on conducting pre-use inspections for your forklift.

The visual check

The visual check involves the visual inspection of forklift components. Generally, you are checking to make sure that all required components are present and in good condition. Areas of the forklift that require checks include:

- Overall condition
- Fluids (oil, fuel, and radiator)
- Cables, wires, and connections
- Wheels and tires
- Forks



Ensure forks are in good working condition



Inspect cables for damage

The operational check

The operational check involves turning the forklift on and testing its various functions. This is done to ensure that the forklift is mechanically sound and able to safely perform its function. This may involve:

- Checking engine for noises and leaks
- Checking the seat belt for damage
- Testing the lights, horns, and brakes



Check the seat belt to ensure good working order



Ensure that lights are bright and working

This document is to be used for general information only. For specific details on the forklift that you are operating, please refer to manufacturer.

Record of meeting

Project				
Address		City	Province	Postal code
Employer		Supervisor		
Date (yyyy-mm-dd)	Time		Shift	
Number in crew		Number attending		

Other safety issues or suggestions made by crew members

Record of those attending

Name (please print)	Signature	Company
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		

Manager's remarks	
Manager's signature	Supervisor's signature