

# Forklift Inspections

Forklifts should be inspected prior to use.

Below is a suggested checklist to help evaluate the operational safety of the equipment before use. Any problems identified in the inspection should be corrected immediately.

## When conducting a visual inspection, insure that:

- Equipment is clean and in good condition.
- Ground is clear of objects that could cause an accident and there are no overhead obstructions.
- Nearby objects to avoid have been identified.
- There is access to a charged fire extinguisher.
- Fluid levels, including engine oil level, fuel level, and radiator water level (for LPG, gas and diesel forklifts), are all satisfactory.
- Battery is fully charged; cables do not have exposed wires; battery plug connections are not loose, worn or dirty; vent caps are not clogged; electrolyte levels in cells are adequate; a bracket is provided to keep the battery securely in place.
- There are no damaged, missing or loose bolts, nuts, guards, chains or hydraulic hose reels.
- Wheels and tires are not worn or damaged, and air pressure (for pneumatic tires) is adequate.

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- Forks are not bent or cracked, and positioning latches are in good working condition.
- There are no fluid leaks, damp spots or drips under the equipment.
- Hoses are secured, with no signs of crimping, wearing or rubbing.
- The horn is working and loud enough to be heard in the working environment.
- Head lights and warning lights are operational.
- Seatbelt is in good condition and operational.

## When conducting an operational inspection, insure that:

- Foot brake pedal holds and smoothly stops the forklift.
- Parking brake holds against a slight acceleration.
- "Deadman" seat brake holds when the operator rises from the seat.
- Clutch and gearshift operate smoothly with no jumping or jerking.
- All lights and gauges are operational.
- Steering operates smoothly.
- Lift mechanism operates smoothly (raises forks to maximum height then lowers completely).
- Tilt mechanism moves smoothly.
- There are no leaks or unusual sounds or noises, after completing the above checks.

