

Forklift Operator's Daily Checklist

Run through this forklift operator's daily checklist to ensure your electric or gas/LPG forklift is functioning properly to avoid injury and accidents. Find the digital version of this form and more at <https://www.fulcrumapp.com/apps/forklift-operator-daily-checklist>.

General

Forklift serial number _____

Is forklift electric or gas/lpg? gas/lpg Electric

Hour meter reading _____

Inspection

- ▶ Tires are inflated and free of excessive wear or damage. Nuts are tight.
 Yes No

- ▶ Forks and mast are not bent, worn, or cracked.
 Yes No

Fork and mast photos



- ▶ Load back rest extension is in place and not bent, cracked, or loose.
 Yes No
- ▶ Overhead guard is in place and not bent, cracked, or loose.
 Yes No
- ▶ Are there attachments?
 Yes No
- ▶ Attachments operate properly and are not damaged.
 Yes No
- ▶ Forklift body is free of excessive lint, grease, or oil.
 Yes No
- ▶ Engine oil is full and free of leaks.
 Yes No
- ▶ Hydraulic oil is full and free of leaks.
 Yes No

- ▶ Radiator is full and free of leaks.
 Yes No
- ▶ Fuel level is OK and free of leaks.
 Yes No
- ▶ Battery connections are tight.
 Yes No
- ▶ Covers over battery and other hazardous parts are in place and secure.
 Yes No
- ▶ Load rating plate is present and readable.
 Yes No
- ▶ Warning decals and operator's manual are present and readable.
 Yes No
- ▶ Seat belt or restraint is accessible and not damaged, oily, or dirty.
 Yes No
- ▶ Engine runs smooth and quiet without leaks or sparks from the exhaust.
 Yes No
- ▶ Motor runs smooth without sudden acceleration.
 Yes No
- ▶ Horn works.
 Yes No
- ▶ Turn signal (if equipped) operates smoothly.
 Yes No
- ▶ Lights (head, tail, and warning) work and are aimed correctly.
 Yes No
- ▶ Gauges and instruments are working.
 Yes No

- ▶ **Lift and lower operates smoothly without excess drift.**
 Yes No

- ▶ **Tilt operates smoothly without excessive drift or “chatter.”**
 Yes No

- ▶ **Control levers are labeled, not loose or binding and freely return to neutral.**
 Yes No

- ▶ **Battery charge level is OK while holding full forward tilt.**
 Yes No

- ▶ **Steering is smooth and responsive, free of excessive play.**
 Yes No

- ▶ **Brakes work and function smoothly without grabbing. No fluid leaks.**
 Yes No

- ▶ **Parking brake will hold the forklift on an incline.**
 Yes No

- ▶ **Backup alarm (if equipped) works.**
 Yes No

Certification

▶ Passed?

Pass Fail

Operator Name

Please print

Signature

Date

_____ / _____ / _____

Time

_____ : _____ AM / PM



Fulcrum is a mobile app creation platform that lets you digitize checklists like this easily — and automate related workflows! — without writing any code.

Check us out at fulcrumapp.com/checklists