



Daily Pre-Operational Inspection – Forklift

SQF 11.6.5.

Equipment ID

Date

Shift

1	Visual Pre-Operational Inspection	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
1.1	Are there any visible leaks (hydraulic fluid/battery fluid)?					
1.2	Are the tires in good condition?					
1.3	Are the forks, backrest, and carriage in good condition?					
1.4	Have the mast, chains, and hoses been visually inspected?					
1.5	Is the counterweight free of damages and debris?					
1.6	Is the overhead guard stable and free of damage?					
1.7	Are the battery restraints adjusted and secure?					
1.8	Is the seatbelt on the sit-down lift working properly?					
1.9	Is the body harness on the stand-up lift working properly?					



1.10	Is the ID name plate, load capacity, and safety signs legible?					
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1.12	Are there no visible issues, loose cables, or electrical wires?					
2	Operational Safety Checklist	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
2.1	Is the battery power level and charge sufficient?					
2.2	Is the accelerator linkage and brakes functioning properly?					
2.3	Is the steering responsive to left and right control?					
2.4	Are the drive controls working for forward and reverse movement?					
2.5	Are the back lights and alarms functioning correctly?					
2.6	Is the tilt control functioning for forward and back adjustments?					
2.7	Is the tilt control operating for left and right adjustments?					
2.8	Is the tilt control working for up and down movements?					
2.9	Are there any visible leaks in the hydraulic fluid or general area?					
Verified By						

