



Electric Forklift Truck

Daily Inspection Checklist

Date: ___ / ___ / ___ Truck No.: _____ Drive Hour Meter: _____
 Make: _____ Model: _____ Inspected by: _____

Mark ✓ if there are no visible problems. Mark × if there is a problem detected.

Visual Inspection		
1	Leaks - No visible oil	
2..	Battery	
3.	Front Tires	
4.	Rear Tires	
5.	Overhead Guard	
6.	Finger Guards	
7.	Forks and Mast	
8.	Load Backrest Extension	
9.	Hydraulic Fluid	
10.	Brake Fluid	
11.	Transmission Fluid	
12.	Capacity Data Plate	
13.	Lights	
14.	Warning Decals	
15.	Seat and Seatbelt	
16.	Battery Restraint System	

Operational Inspection		
1.	No Unusual Noises / Vibrations	
2.	Battery Discharge Indicator	
3.	Hour Meter	
4.	Turn Signal	
5.	Service & Parking Brake	
6.	Lifting / Lowering Control	
7.	Tilt Control	
8.	Drive Control (Forward/Reverse)	
9.	Steering Controls	
10.	Lights	
11.	Horn	
12.	Backup Alarm	

Charger Inspection		
1.	On-forklift Charger is working properly	
2.	Off-forklift Charger is working properly	

Comments:

Signature: _____

Warning: Some items that need proper attention and inspection may not be included in this worksheet. Operators are responsible for making sure that the forklift truck is in good operating condition and meets all requirements set by the manufacturer. If an issue is found with the forklift, **DO NOT OPERATE**. Inform the supervisor of any problems right away.