



ELECTRIC POWERED INDUSTRIAL TRUCK (FORKLIFT) INSPECTION REPORT

Record of Fluids Added

Date		Operator		Battery Water	
Truck#		Model#		Hydraulic Fluid	
Department		Serial#		Transmission Fluid	
Shift				Brake Fluid	
		Hour Meter		Hoist Hour Meter Reading	

SAFETY AND OPERATIONAL CHECKS

A **qualified** mechanic should correct all problems. Remove truck from service until all repairs have been made.

Engine Off Checks	OK	Maintenance
Hydraulic Fluid – Check for Leaks, Check Fluid Level		
Transmission Fluid – Check for Leaks, Check Fluid Level		
Brake Fluid – Check for Leaks, Check Fluid Level		
Battery – Check Water/Electrolyte Level and Charge; Missing Cell Caps or Terminal Covers; Damaged Insulation on Cables		
Battery Restraint System – Adjust and Fasten		
Sitdown Truck – Seat Belt – Functioning Smoothly		
Man-Up Truck – Fall Protection/Restraining Means Functioning		
Mirrors – Check Condition		
Tires – Check Pressure, if Pneumatic, and Condition (Large Cuts around Circumference of Tire, Large Pieces of Rubber Missing or Separated from Rim, Bond Separation That May Cause Slippage, Missing Lugs)		
Forks – Check Condition (Top Clip Retaining Pin in Place; Cracks, Bends, Wear, or Uneven Fork Length; Excessive Oil or Water on Forks)		
Load Backrest – Securely Attached		
Mast Assembly – Check Condition (Broken Welds, Cracked or Bent Areas, Worn and/or Missing Stops)		
Finger Guards – Attached		
Overhead Guard – Check Condition (Broken Welds, Missing Bolts, Damaged Areas)		
Hydraulic Hoses, Mast Chains, Cables and Stops – Check Visually		
Operator's Manual – In Container		
Nameplate – Attached; Readable; and Information Matches Model, Serial Number, and Attachments		
Safety Warnings – Attached (Parts Manual Shows Location)		

Engine On Checks – Investigate Unusual Noises Immediately	OK	Maintenance
Accelerator or Direction Control Pedal – Functioning Smoothly		
Service Brake – Functioning Smoothly, Operates without Having to Push Pedal All the Way to the Floor, Operates with Drive Control in Forward/Reverse		
Parking Brake – Functioning Smoothly		

Steering Operation – Functioning Smoothly, Not Excessive Free Play		
Drive Control – Forward/Reverse – Functioning Smoothly		
Tilt Control – Forward/Back – Functioning Smoothly with No Hesitation, Excessive Hydraulic Fluid on Cylinders		
Hoist and Lowering Control – Functioning Smoothly with No Hesitation, Excessive Hydraulic Fluid on Cylinders		
Attachment Control – Functioning Smoothly with No Hesitation, Excessive Hydraulic Fluid on Cylinders		
Horn – Functioning		
Backup Alarms – Functioning		
Head Lights and Warning Lights – Functioning		
Gauges: Battery Discharge Indicator, Hour Meter, Instrument Monitors – Functioning		

Portions developed by OSHA in cooperation with the Industrial Truck Association as part of the [OSHA-ITA Alliance](#).

Disclaimer: This material is designed and intended for general informational purposes only, and is not intended, nor shall it be construed or relied upon, as specific legal advice.