

Forklift Operator's Daily Checklist

Internal Combustion Engine Industrial Truck – Gas/LPG/Diesel



This sample checklist for internal combustion engine industrial trucks is featured on the website of the Occupational Health & Safety Administration (OSHA).¹ Refer to the owner's manual, specifications and manufacturer's recommendations to modify the checklist to suit your workplace needs.

RECORD OF FLUID ADDED				
Date		Operator		Fuel
Truck#		Model#		Engine Oil
Department		Serial#		Radiator Coolant
Shift		Hour Meter		Hydraulic Oil

Safety and Operational Checks – Prior to Each Shift

Have a qualified mechanic correct all problems.

ENGINE OFF CHECKS	OK	MAINTENANCE
Leaks – Fuel, Hydraulic Oil, Engine Oil or Radiator Coolant		
Tires – Condition and Pressure		
Forks, Top Clip Retaining Pin and Heel – Check Condition		
Load Backrest – Securely Attached		
Hydraulic Hoses, Mast Chains, Cables and Stops – Check Visually		
Overhead Guard – Attached		
Finger Guards – Attached		
Propane Tank (LP Gas Truck) – Rust Corrosion, Damage		
Safety Warnings – Attached (Refer to Parts Manual for Location)		
Battery – Check Water/Electrolyte Level and Charge		
All Engine Belts – Check Visually		
Hydraulic Fluid Level – Check Level		
Engine Oil Level – Dipstick		
Transmission Fluid Level – Dipstick		
Engine Air Cleaner – Squeeze Rubber Dirt Trap or Check the Restriction Alarm (if equipped)		
Fuel Sedimentor (Diesel)		

¹ Sample Daily Checklists for Powered Industrial Trucks, https://www.osha.gov/dte/library/pit/daily_pit_checklist.html (downloaded 7/28/16).

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ENGINE OFF CHECKS	OK	MAINTENANCE
Radiator Coolant – Check Level		
Operator's Manual – In Container		
Nameplate – Attached and Information Matches Model, Serial Number and Attachments		
Seat Belt – Functioning Smoothly		
Hood Latch – Adjusted and Securely Fastened		
Brake Fluid – Check Level		
ENGINE ON CHECKS – Unusual Noises Must Be Investigated Immediately	OK	MAINTENANCE
Accelerator or Direction Control Pedal – Functioning Smoothly		
Service Brake – Functioning Smoothly		
Parking Brake – Functioning Smoothly		
Steering Operation – Functioning Smoothly		
Drive Control – Forward/Reverse – Functioning Smoothly		
Tilt Control – Forward and Back – Functioning Smoothly		
Hoist and Lowering Control – Functioning Smoothly		
Attachment Control – Operation		
Horn and Lights – Functioning		
Cab (if equipped) – Heater, Defroster, Wipers – Functioning		
Gauges: Ammeter, Engine Oil Pressure, Hour Meter, Fuel Level, Temperature, Instrument Monitors – Functioning		

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