

Forklift Daily Inspection Checklist: Pre-Shift Checks

Frequency
Every shift

Completed by
Forklift operator

Approved by
Shift supervisor

The checklist
22 checks · 4 sections

INSPECTION DETAILS

Site / area:

Forklift ID or serial number:

Power type:

Hour meter (h):

Shift:

Date and time:

Visual checks (engine or power off)

- | | | |
|----|--|---|
| 1. | Forks are free of cracks, bends and excessive wear, and both are secured by their locking pins CRITICAL
Look along each fork from the heel to the tip; compare the two forks.
Ref.: [1] | ☐ Pass ☐ Fail ☐ N/A |
| 2. | Mast, lift chains and chain anchors are undamaged, with no broken or stiff links CRITICAL
Ref.: [1] | ☐ Pass ☐ Fail ☐ N/A |
| 3. | Hydraulic hoses, fittings and cylinders show no leaks or damage CRITICAL
Check the floor under the truck for fresh drips.
Ref.: [1] | ☐ Pass ☐ Fail ☐ N/A |
| 4. | Tyres and wheels are free of damage and excessive wear; pneumatic tyres are correctly inflated
Ref.: [1] | ☐ Pass ☐ Fail ☐ N/A |
| 5. | Fluid levels are correct: hydraulic oil, brake fluid, engine oil and coolant or water
Ref.: [1] | ☐ Pass ☐ Fail ☐ N/A |
| 6. | Attachments are securely fitted and undamaged, and their capacity is known CRITICAL
Ref.: [1] | ☐ Pass ☐ Fail ☐ N/A |
| 7. | The capacity plate or load chart is fitted and legible
Ref.: [1] | ☐ Pass ☐ Fail ☐ N/A |

8.	Overhead guard and load backrest are in place and undamaged CRITICAL	☐ Pass ☐ Fail ☐ N/A
Ref.: [1]		
9.	LPG cylinder is secured, its hose and connection show no damage, and there is no smell of gas CRITICAL	☐ Pass ☐ Fail ☐ N/A
Mark N/A for electric and diesel trucks.		
Ref.: [1]		
10.	Battery is secured, and its cables and connector are undamaged	☐ Pass ☐ Fail ☐ N/A
Mark N/A for LPG and diesel trucks.		
Ref.: [3]		

Operator position

11.	Seat belt or operator restraint latches and releases correctly CRITICAL	☐ Pass ☐ Fail ☐ N/A
Ref.: [1]		
12.	Mirrors are clean, undamaged and adjusted	☐ Pass ☐ Fail ☐ N/A
Ref.: [1]		

Operational checks (engine running)

13.	Service brake stops the truck smoothly and promptly CRITICAL	☐ Pass ☐ Fail ☐ N/A
Ref.: [1]		
14.	Parking brake holds the truck CRITICAL	☐ Pass ☐ Fail ☐ N/A
Ref.: [1] [3]		
15.	Steering responds normally with no excessive play CRITICAL	☐ Pass ☐ Fail ☐ N/A
Ref.: [1]		
16.	Lift, lower, tilt and attachment controls work smoothly and return to neutral when released CRITICAL	☐ Pass ☐ Fail ☐ N/A
Ref.: [1]		
17.	Horn, reversing alarm and other warning devices work CRITICAL	☐ Pass ☐ Fail ☐ N/A
Ref.: [1] [3]		
18.	Headlights, warning beacon and any blue or red zone lights work	☐ Pass ☐ Fail ☐ N/A
Ref.: [1]		
19.	No unusual noise, smoke or overheating while running CRITICAL	☐ Pass ☐ Fail ☐ N/A
Ref.: [3]		

Result

20.	Every defect found has been reported to the supervisor	☐ Yes ☐ No ☐ N/A
Ref.: [3]		

21. If a critical check failed, the forklift is tagged out of service and the key removed

CRITICAL

☐ Yes ☐ No ☐ N/A

Ref.: [3]

22. Notes and defects found

Note: _____

Critical check: if it fails, stop and correct it before work continues.

SIGN-OFF

Operator

Name: _____

Signature: _____

Date: _____

Supervisor

Name: _____

Signature: _____

Date: _____

Legal basis and references

[1] Türkiye: T.C. Çalışma ve Sosyal Güvenlik Bakanlığı, Forkliftlerle Güvenli Çalışma Uygulama Rehberi (2017) — Section 4.3.1: pre-start checks at the start of every shift and on changing forklift.

[2] Türkiye: İş Ekipmanlarının Kullanımında Sağlık ve Güvenlik Şartları Yönetmeliği (Resmî Gazete, 25.04.2013) — Annex III: periodic inspection of lifting equipment, including forklifts, by authorised persons.

[3] United States: OSHA 29 CFR 1910.178, Powered industrial trucks — (q)(7) daily examination before use; (p)(1) and (q)(1) removal from service; (q)(9) overheating; (n) horn at cross aisles.



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Version 1 · Updated October 24, 2026 · findrisk.net/checklists/forklift-daily-inspection-checklist/