Pallet Jack Inspection Checklist: Daily Pre-Use Checks

Frequency	Completed by	Approved by	The checklist
Every shift	Person using the pallet truck (operator)	Supervisor	36 checks · 5 sections

INSPECTION DETAILS

Site / area: .....

Pallet truck (make, model): .....

Equipment ID or serial number: .....

Type: .....

Rated capacity on the plate (kg): .....

Date of last periodic control or safety inspection: ..

Date and time: .....

Visual check (unloaded, forks lowered)

1.	The capacity plate and warning labels are in place and can be read If you cannot read the rated capacity, you cannot know whether a pallet is too heavy. Ref.: [1] [2] [5] [7]	◯ Pass ◯ Fail ◯ N/A
2.	The forks are not bent, twisted or cracked, and both tips sit at the same height CRITICAL Look along each fork from the tip, and at the welds where the forks meet the frame. Ref.: [1] [4] [5]	◯ Pass ◯ Fail ◯ N/A
3.	The frame, push rods, linkage and axles show no cracks, deformation, or loose or missing pins and bolts CRITICAL Ref.: [1] [5] [7]	◯ Pass ◯ Fail ◯ N/A
4.	The steer wheels are firmly attached, round and undamaged, with no chunks missing from the tread Ref.: [7] [4] [5] [1]	◯ Pass ◯ Fail ◯ N/A
5.	The load rollers under the fork tips are undamaged and turn freely Typical defects: flat spots, cracked rollers, wrapping film or strapping wound round the axle. Ref.: [7] [4] [1]	◯ Pass ◯ Fail ◯ N/A

6.	There is no oil leak at the pump unit, cylinder or hoses, and no oil on the floor under the truck Ref.: [7] [5] [4] [1]	◯ Pass ◯ Fail ◯ N/A
7.	The handle (tiller) is straight and firmly attached, and its grip and control lever or buttons are undamaged Ref.: [1] [4]	◯ Pass ◯ Fail ◯ N/A
8.	The forks, handle and any operator platform are free of oil, grease and debris Ref.: [2] [4] [5]	◯ Pass ◯ Fail ◯ N/A
9.	The periodic control or safety inspection of the truck is in date Türkiye: at least once a year unless a standard sets another period. Great Britain: HSE's HSG76 advises a safety inspection of a hand pallet truck at least every 12 months. Ref.: [1] [7] [6]	◯ Pass ◯ Fail ◯ N/A

Function test without a load (all trucks)

10.	The control lever or buttons select raise, travel (neutral) and lower as marked, and return when released Ref.: [4] [5] [1]	◯ Pass ◯ Fail ◯ N/A
11.	The forks rise smoothly to full height, without jerking or hesitation Ref.: [7] [4] [5] [1]	◯ Pass ◯ Fail ◯ N/A
12.	The raised forks stay up and do not sink on their own CRITICAL Raise the forks, leave the control in the travel position and watch for a short while. Ref.: [7] [5] [1]	◯ Pass ◯ Fail ◯ N/A
13.	The lowering control brings the forks down smoothly and fully, and they stop when it is released CRITICAL Ref.: [7] [4] [5] [1]	◯ Pass ◯ Fail ◯ N/A
14.	The truck rolls and steers freely in both directions, without sticking wheels or unusual noise CRITICAL Ref.: [7] [5] [4] [1]	◯ Pass ◯ Fail ◯ N/A
15.	Where a parking brake is fitted, it holds the truck still CRITICAL Ref.: [7] [4] [1]	◯ Pass ◯ Fail ◯ N/A

Powered pallet trucks only

Mark this whole section N/A for a hand pallet truck.

16.	The battery is secured in the truck, its covers and caps are in place, and it is charged enough for the work Ref.: [4] [5] [2] [7]	◯ Pass ◯ Fail ◯ N/A

17.	Battery cables and the connector are undamaged: no frayed or exposed wire and no missing insulation **CRITICAL** Ref.: [5] [4] [1]	◯ Pass ◯ Fail ◯ N/A
18.	The key switch or PIN keypad works, and the truck cannot be driven without it Ref.: [7] [1]	◯ Pass ◯ Fail ◯ N/A
19.	The hand guards on the tiller head are in place and undamaged Ref.: [4] [1]	◯ Pass ◯ Fail ◯ N/A
20.	Forward and reverse travel respond smoothly to the control, and the truck stops driving when the control is released **CRITICAL** Ref.: [4] [5] [1]	◯ Pass ◯ Fail ◯ N/A
21.	The brake stops the truck promptly and holds it, including in the tiller braking positions described in the manual **CRITICAL** Ref.: [4] [5] [7] [1]	◯ Pass ◯ Fail ◯ N/A
22.	The horn sounds clearly Ref.: [4] [5] [7] [1]	◯ Pass ◯ Fail ◯ N/A
23.	The safety devices fitted by the manufacturer work as the manual describes (for example the emergency reversing button on the tiller head and the emergency disconnect) **CRITICAL** Test them only in the way the manual describes, in a clear area. Ref.: [5] [1]	◯ Pass ◯ Fail ◯ N/A
24.	The battery discharge indicator and hour meter work, and no fault warning is showing Ref.: [4] [5]	◯ Pass ◯ Fail ◯ N/A
25.	There is no unusual noise, vibration, burning smell, sparking or overheating during the test **CRITICAL** Ref.: [2] [5] [1]	◯ Pass ◯ Fail ◯ N/A
26.	The truck is charged only in the designated, ventilated charging area, where nobody smokes and there are no naked flames or sparks Charging gives off hydrogen. Switch the charger off before connecting or disconnecting the battery. Ref.: [2] [7]	◯ Pass ◯ Fail ◯ N/A

Route, load and use

27.	The person using the truck has been trained and authorised to use this type of truck **CRITICAL** Ref.: [1] [2] [7]	◯ Pass ◯ Fail ◯ N/A

28.	The loads to be moved are within the rated capacity on the plate, and are stable and safely arranged **CRITICAL** Ref.: [2] [7] [1]	◯ Pass ◯ Fail ◯ N/A
29.	The route is clear and wide enough, and the floor is in good repair: no holes, loose debris or spills Ref.: [3] [7] [1]	◯ Pass ◯ Fail ◯ N/A
30.	The route avoids slopes where possible; any slope that must be used is taken slowly and without turning on it Check the manufacturer's manual for the gradient the truck may be used on. Ref.: [7] [2]	◯ Pass ◯ Fail ◯ N/A
31.	Dock boards and bridge plates on the route are secured and strong enough for the truck and its load **CRITICAL** Ref.: [2] [7]	◯ Pass ◯ Fail ◯ N/A
32.	Nobody rides on the forks or the truck; on a platform truck only the operator stands on the platform Ref.: [1] [2] [7]	◯ Pass ◯ Fail ◯ N/A
33.	When not in use, the truck is parked with the forks fully lowered, clear of walkways, exits and fire equipment; a powered truck is switched off with the key removed Ref.: [2] [7]	◯ Pass ◯ Fail ◯ N/A

Result

34.	Every defect found has been recorded and reported to the supervisor Ref.: [1] [2] [7]	◯ Yes ◯ No ◯ N/A
35.	If a critical check failed, the truck has been taken out of use and tagged "Do not use" until it has been repaired **CRITICAL** Ref.: [1] [2] [7]	◯ Yes ◯ No ◯ N/A
36.	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: İş Ekipmanlarının Kullanımında Sağlık ve Güvenlik Şartları Yönetmeliği (Resmî Gazete, 25.04.2013) — Article 7 (periodic control) and Article 11 (training); Annex I 2.3, 2.4, 2.8, 2.11, 2.15, 2.19, 3.1.6 and 3.2.2 (stopping, guards, warning devices, markings, electricity, self-propelled equipment: unauthorised start, braking; maximum load marked); Annex II 2.1, 2.2, 2.4 and 3.1.1 (trained users, traffic rules, no carrying of people, stable use on the ground concerned); Annex III 1.3 to 1.3.2 (operator check before each start of work, recorded; defective equipment out of use), 2.2.2 and Table 2 (industrial trucks including pallet trucks, 1 year).

[2] United States: OSHA 29 CFR 1910.178, Powered industrial trucks — (a)(1) scope: trucks powered by electric motors or internal combustion engines, including motorized hand trucks; (a)(6) nameplates legible; (g) battery charging areas; (l) operator training; (m)(3), (m)(5), (m)(14) riders, unattended trucks, fire aisles kept clear; (n)(7), (n)(11) grades and dockboards; (o)(1), (o)(2) stable loads within rated capacity; (p)(1), (q)(1) unsafe trucks out of service; (q)(7) examination at least daily; (q)(9) overheating; (q)(10) trucks kept clean. Applies to powered trucks, not to hand-operated ones.

[3] United States: OSHA 29 CFR 1910.176, Handling materials - general — (a) where mechanical handling equipment is used: safe clearances for aisles, loading docks and doorways; aisles and passageways kept clear and in good repair.

[4] United States: OSHA, Sample Daily Checklists for Powered Industrial Trucks — Daily inspection checklist for the walking pallet truck (forks, battery, hand guards, drive operations, brakes, horn, load handling) and the generic checklist (forks, tires, battery, brakes, horn, hand guards, control lever). A training aid, not a standard.

[5] United States: OSHA eTool, Powered Industrial Trucks (Forklift): Operating the Forklift - Pre-Operation — Pre-operation inspection (leaks, cracks and visible defects, tyre condition, forks, nameplates and decals, safety devices; electric trucks: cables and connectors, battery restraints), operational inspection (brakes, steering, drive, hoist and lowering control, horn, hour meter; unusual noises or vibrations) and removal from service.

[6] United Kingdom: The Provision and Use of Work Equipment Regulations 1998 (SI 1998/2306) — Regulation 5 (work equipment maintained in an efficient state, in efficient working order and in good repair) and regulation 6(2) and (3) (equipment exposed to conditions causing deterioration inspected at suitable intervals; results recorded).

[7] United Kingdom: HSE, Warehousing and storage: A guide to health and safety, HSG76 (second edition, 2007) — Table 8 (pallet trucks under PUWER; inspection usually at 12-monthly intervals); paragraphs 160, 410 and 412 (floors, parking, slopes); 385 and 388 (rating plate, key or keypad, horn); 413, 414 and 445 (authorised and trained operators, keys); 417 to 422 (pre-shift check, defect reports, safety-critical defects); 426 (safety inspection of a hand pallet truck at least every 12 months); 432 to 437 (battery charging); Checklist 3 (safe operation). Guidance.

Fill in this checklist on your phone. Scan to download FindRisk: run the checklist, add photos, score risks and share a PDF report in minutes.

Version 1 · Updated November 22, 2026 · findrisk.net/checklists/hand-pallet-truck-inspection-checklist/