OpsAuditHub opsauditihub.com	DOC ID: **SAF-0003**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA 29 CFR 1910.178**	AUDIT FREQUENCY: **Daily Pre-Shift**

Forklift Pre Operation Checklist Template

Operational Scope: Mandatory daily safety verification for all powered industrial trucks operating within warehousing and logistics facilities to mitigate collision, tip-over, and mechanical failure risks. Ensures full compliance with OSHA operational safety mandates prior to placing equipment into active service.

MANDATORY PPE:	High-Visibility Vest (ANSI/ISEA Class 2), Steel-Toe Safety Boots (ASTM F2413), Safety Glasses (ANSI Z87.1), Industrial Work Gloves, Hard Hat (ANSI Z89.1 - if overhead hazard present)
PREREQUISITES:	Forklift parked on level ground with parking brake engaged and forks lowered fully to the floor. | Operator certified for the specific class of powered industrial truck in accordance with OSHA standards. | Engine or electrical system completely powered off prior to commencing visual and mechanical inspection.

VISUAL INSPECTION (ENGINE-OFF)

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Fluid Levels & Leaks**	Check engine oil, hydraulic fluid, coolant, and battery electrolyte levels. Verify total absence of puddles, active leaks, or pooling beneath chassis.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Tires & Wheels**	Inspect pneumatic or solid rubber tires for deep cuts, chunking, severe wear, missing chunks, or loose wheel lug nuts.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Forks & Carriage Assembly**	Check for cracks, severe bending, or excessive wear on fork blades and heels. Verify locking pin is fully engaged and secure.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
4	**Load Backrest & Overhead Guard**	Ensure load backrest extension and overhead guard are securely bolted, structurally sound, and free from structural deformation or impacts.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
5	**Safety Decals & Data Plate**	Verify that the capacity data plate is fully legible, firmly attached, and matches the truck model and attachments.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

OPERATIONAL TESTING (ENGINE-ON)

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
6	**Service & Parking Brakes**	Test foot brake pedal for firm resistance and stopping power. Verify parking brake securely holds the forklift on a specified incline.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
7	**Steering Control**	Check steering responsiveness in both directions without excessive play, binding, or delayed steering response.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
8	**Horn, Lights & Alarms**	Test operational functionality of the travel horn, backup alarm, strobe beacon, and working headlights/tailights.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
9	**Lift & Tilt Hydraulics**	Raise and lower forks through full range of motion; tilt mast forward and backward. Verify smooth movement without hydraulic drift or chatter.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
10	**Seatbelt & Operator Restraint**	Inspect seatbelt webbing for fraying, cuts, or weak spots. Verify retractor mechanism and buckle latch securely and release smoothly.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

Certified Forklift Operator Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Site Safety Supervisor / Operations Manager Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

COMPLIANCE NOTICE: This document must be archived for a minimum of 12 months in accordance with workplace safety recordkeeping guidelines.