| OpsAuditHub<br>opsauditihub.com | DOC ID: **SAF-0002** | REVISION: **Rev 2.4 (2026)** |
|---|---|---|
| | STANDARD: **OSHA 29 CFR 1910.178** | AUDIT FREQUENCY: **Daily Pre-Shift** |

# Forklift Pre Operation Checklist

**Operational Scope:** This operational document governs daily pre-shift inspections for all industrial lift trucks across warehouse and logistics facilities. It ensures proactive hazard mitigation, mechanical integrity verification, and strict adherence to mandatory workplace safety compliance standards.

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|---|---|
| **MANDATORY PPE:** | Steel-Toe Boots (ASTM F2413), High-Visibility Safety Vest (ANSI/ISEA 107), Safety Glasses (ANSI Z87.1), Hard Hat (ANSI Z89.1), Cut-Resistant Work Gloves |
| **PREREQUISITES:** | Forklift parked on level ground with the parking brake fully engaged and forks lowered completely. \| Engine turned off and keys removed or power disconnected (unless checking electrical/hydraulic components requiring power). \| Surrounding aisle clear of pedestrians and obstruction hazards. |

## VISUAL (OFF-TRUCK) INSPECTION

| # | COMPONENT / ITEM | VERIFICATION CRITERIA & ACCEPTANCE STANDARD | SEVERITY | STATUS |
|---|---|---|---|---|
| 1 | **Fluid Leaks** | Inspect ground underneath chassis for puddles or active leaks of engine oil, transmission fluid, coolant, or hydraulic oil. | **Critical (Immediate Out of Service)** | **[ ] PASS [ ] FAIL [ ] N/A** |
| 2 | **Tires and Wheels** | Check for excessive wear, deep cuts, gouges, chunking, missing rubber sections, and loose or missing wheel lug nuts. | **Critical (Immediate Out of Service)** | **[ ] PASS [ ] FAIL [ ] N/A** |
| 3 | **Forks and Carriage** | Inspect forks for cracks, bending, excessive wear at the heel, and ensure the locking pin is securely in place. | **Critical (Immediate Out of Service)** | **[ ] PASS [ ] FAIL [ ] N/A** |
| 4 | **Load Backrest & Overhead Guard** | Verify backrest extension and overhead guard are securely bolted, structurally sound, and free from structural dents or cracks. | **Critical (Immediate Out of Service)** | **[ ] PASS [ ] FAIL [ ] N/A** |
| 5 | **Safety Decals and Data Plate** | Confirm capacity data plate is present, legible, matches truck attachments, and all safety warning decals are clearly visible. | **Warning** | **[ ] PASS [ ] FAIL [ ] N/A** |

## OPERATIONAL (ON-TRUCK) & CONTROLS INSPECTION

| # | COMPONENT / ITEM | VERIFICATION CRITERIA & ACCEPTANCE STANDARD | SEVERITY | STATUS |
|---|---|---|---|---|
| 6 | **Seat Belt & Operator Restraint** | Test seat belt retraction mechanism, webbing for fraying or cuts, and ensure latch clicks securely into place. | **Critical (Immediate Out of Service)** | **[ ] PASS [ ] FAIL [ ] N/A** |
| 7 | **Brakes (Service & Parking)** | Test service foot brake for firm pedal resistance and check parking brake holding capacity on an incline. | **Critical (Immediate Out of Service)** | **[ ] PASS [ ] FAIL [ ] N/A** |
| 8 | **Steering System** | Check steering wheel play and responsiveness; ensure no excessive binding or unusual noise when turning wheel lock-to-lock. | **Critical (Immediate Out of Service)** | **[ ] PASS [ ] FAIL [ ] N/A** |
| 9 | **Hydraulic Lift & Tilt Controls** | Operate lift, lower, tilt, and side-shift levers to verify smooth mast movement without binding, jerking, or drifting. | **Critical (Immediate Out of Service)** | **[ ] PASS [ ] FAIL [ ] N/A** |
| 10 | **Horn, Lights, and Alarms** | Test functionality of the operational horn, headlights, tail lights, strobe beacons, and backup motion alarm. | **Warning** | **[ ] 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.