Forklift daily check

Pre-use inspection checklist, to be completed before the first use of each shift

Check every point before use. If a point is not OK and affects safety, do not use the truck: tag it out and report it to your supervisor. Follow the manufacturer's manual and your own procedures; this template is a starting point. Digital version with photos, required checks and a history per truck: https://workinstruction.app/logistics

Date and shift	
Truck number / type	
Hour meter reading	
Operator name	

Visual check (truck switched off)

No.	Check point	OK	Not OK	Remark / defect
1	No visible damage to frame, overhead guard or load backrest			
2	No leaks of oil, hydraulic fluid, coolant or fuel under the truck			
3	Tyres or wheels in good condition, no cuts, objects or loose wheel nuts			
4	Forks straight, no cracks, locking pins in place			
5	Mast, chains and hoses: no damage, wear or loose parts			
6	Data plate and warning labels present and readable			

Fluids and energy

No.	Check point	OK	Not OK	Remark / defect
7	Engine oil and hydraulic fluid at the right level			
8	Battery charged, cables and connector undamaged, battery secured (electric)			
9	Gas cylinder secured, valve and hose free of leaks (LPG)			
10	Fuel level sufficient (diesel / petrol)			

Functional check (truck switched on)

No.	Check point	OK	Not OK	Remark / defect
11	Seat and seat belt work and are undamaged			
12	Horn works			
13	Lights, beacon and reversing alarm work			
14	Service brake and parking brake work			
15	Steering works smoothly without excessive play			
16	Lifting, lowering and tilting work smoothly, no unusual noise			
17	Instruments and warning lights show no faults			

Result and sign-off

Truck safe to use (yes / no)	
Defects reported to	
Signature operator	

Template by Work Instruction App – workinstruction.app – free to use and adapt.