SAMPLE CHECKLIST FOR PRE-OPERATION OF FORKLIFTS



A. Fluid Leve

- [ ] 1. The following fluid level is within manufacturers' specifications:
- [ ] (a) Battery water level;
- [ ] (b) Fuel level;
- [ ] (c) Engine oil level;
- [ ] (d) Radiator water level;
- [ ] (e) Transmission oil level;
- [ ] (f) Hydraulic fluid level; and
- [ ] (g) Brake fluid level.

B. Lights

- [ ] 2. The following lights are in good working condition:
- [ ] (a) Headlights (high beam)
- [ ] (b) Reverse indicator
- [ ] (c) Brake indicator
- [ ] (d) Hazard lights

C. Adjustments to suit operator’s view

- [ ] 3. The following adjustments are made to suit the operator’s view:
- [ ] (a) Driver seat
- [ ] (b) Rear view mirror

E. Brakes

- [ ] 4. Foot brake is able to hold and stop the forklift smoothly.
- [ ] 5. Parking brake is able to hold the forklift when parked.

D. Tyres

- [ ] 6. Tyres are inflated and free of excessive wear or damage.
- [ ] 7. Tyre nuts are tight.
- [ ] 8. Tyres have adequate thread.

B. Lift or lower system

- [ ] 9. Controls of the lift or lower system are able to move freely.
- [ ] 10. Lift or lower system is able to return to neutral when released.

F. Others

- [ ] 11. The battery connecting terminals are tight and free of exterior defects.
- [ ] 12. Battery covers and guarding over other hazardous parts are in place and secured.
- [ ] 13. There are no visible signs of leakage (e.g., oil, water).
- [ ] 14. Operator’s seat is free of visible defects.
- [ ] 15. Ensure the following is in good working condition:
- [ ] (a) Rear view mirror
- [ ] (b) Seat belt
- [ ] (c) Mast or forks
- [ ] (d) Fan belt
- [ ] (e) Lifting chain
- [ ] (f) Lifting hose
- [ ] (g) Limit switches
- [ ] (h) Hour meter gauge and other gauges on the instrument pane

- [ ] (i) Battery charge or discharge indicator
- [ ] (j) Horn
- [ ] (k) Hydraulic control lever
- [ ] (l) Reverse warning buzzer
- [ ] (m) Backup alarm

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