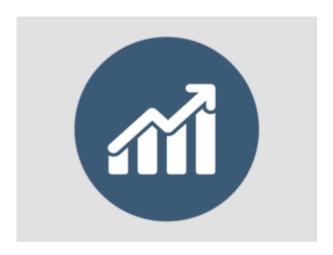
# Forklift Trucks — Daily Checks — Fact Sheet



## WHEN SHOULD AN OPERATOR INSPECT THE FORKLIFT TRUCK?

An operator should inspect the forklift truck every day, including at the beginning of each shift, and before using each time.

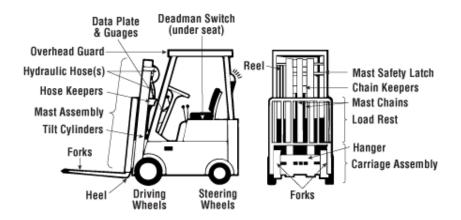
### What does a daily inspection involve?

The operator should carry out a visual check ("circle" check) before starting the forklift. After completing the visual pre-start check, the operator should do an operational pre-use check.

#### What should an operator inspect during the visual pre-use check?

- General condition and cleanliness.
- Floor clear of objects that could cause an incident.
- Overhead no obstructions.
- Nearby objects to avoid as you drive away.
- Fire extinguisher present and charged.
- Engine oil level, fuel level, radiator fluid level (liquefied petroleum gas (LPG), gas, and diesel forklifts).
- Propane equipment fuel tank mounting system, fuel tank position pin, propane relief valves and hose condition.
- Battery fully charged; no exposed wires; plug connections not loose, worn or dirty; vent caps not clogged; electrolyte levels in cells is adequate; secured in place by holddowns or brackets.
- Bolts, nuts, guards, chains, or hydraulic hose reels not damaged, missing or loose.
- Wheels and tires check for wear, damage, and air pressure, if pneumatic tires.
- Forks forks not bent or at different heights; no cracks present; positioning latches in good working condition; carriage teeth not broken, chipped or worn.
- Chain anchor pins not worn, loose or bent.
- Fluid leaks no damp spots or drips.
- Hoses held securely; not loose, crimped, worn or rubbing.
- Grease or debris in the operator compartment.

- Seatbelt and/or operator restraint device (if equipped) belts and restraints work properly; no visible wear or damage; anchors, buckles, etc. function properly.
- Seat locks in position
- Overhead guard, or roll over protection structure (ROPS) if present secure with no damaged areas.
- Other guards all guards in place and in good condition.



#### What should an operator inspect during the operational pre-use check?

- Foot brake pedal holds, unit stops smoothly.
- Parking brake holds against slight acceleration.
- Deadman seat brake holds when operator rises from seat.
- Clutch and gearshift shifts smoothly with no jumping or jerking.
- Dash control panel all lights and gauges are operational.
- Horn working and loud enough to be heard in working environment;
- Back-up (reverse) alarm and other warning devices are operational.
- Lights headlights and warning lights are operational.
- Steering moves smoothly.
- Lift mechanism operates smoothly (check by raising forks to maximum height then lowering forks completely).
- Tilt mechanism moves smoothly, holds the load (check by tilting mast all the way forward and backward).
- Cylinders and hoses not leaking after above checks.
- Listen for any unusual sounds or noises.
- Report any problems identified in daily check to the supervisor immediately.

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