



## Appendix 21-B Daily Forklift Inspection Form

<b>Employee Name:</b> _____			<b>Date:</b> _____		
<p>Each forklift operator shall inspect their vehicle prior to the start of their shift. Any noted condition that affects the safe operation of the lift truck shall be reported to the operator's supervisor for corrective action and shall keep the lift truck from being operated until the unsafe condition is corrected.</p> <p>Forklifts that are defective, in need of repair or are unsafe shall be tagged <b><i>DANGER – DO NOT OPERATE</i></b> and taken out of service until restored to safe operating condition.</p>			<p><b>Forklift ID:</b> _____</p>		
<b>YES</b>	<b>NO</b>	<b>N/A</b>		<b>COMMENTS / CORRECTIVE ACTIONS</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Overhead Guard</b> – broken welds, missing bolts or damaged areas	<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hydraulic Cylinders</b> – leakage or or damage on the lift, tilt & attachment functions of the cylinders	<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Mast Assembly</b> – broken welds, cracked or bent areas and worn or missing stops	<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Lift Chains &amp; Rollers</b> – wear or damage or kinks, signs of rust or signs that lubrication is required, squeaking	<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Forks</b> – cracked or bent, worn or mismatched; excessive oil or water on the forks	<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Tires</b> – large cuts (encompassing entire circumference) rubber missing or separated from rim, missing lugs, bond separation (which may cause slippage)	<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Battery Check</b> – cell caps and terminals in place, missing insulation from cables	<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hydraulic Fluid</b> – check level	<b>FLUID LEVEL:</b> _____	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Gauges</b> – proper working order	<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Steering</b> – excessive free play, power steering pump working	<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Brakes</b> – pedal does NOT reach floor when service brake applied, brakes operate in reverse, parking brake working & vehicle does NOT move when engaged	<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>	
<b>YES</b>	<b>NO</b>	<b>N/A</b>		<b>COMMENTS / CORRECTIVE ACTIONS</b>	

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Lights</b> – proper working order	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Horn</b> – proper working order	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Safety Seat</b> – proper working order	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Load Handling Attachments</b> – any hesitation when: hoisting or lowering forks, using forward or backward tilt or lateral travel on the side shift; excessive oil on the cylinders	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Propane Tank</b> – tank guard bracket properly positioned & locked down	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Propane Hose</b> – any damage, no fraying and not pinched, kinked or bound; connector threaded on squarely and tightly	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Propane Odor</b> – if the presence of propane gas odor is detected, turn off the tank valve & report problem	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Engine Oils</b> – check levels	<b>FLUID LEVEL:</b> _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Engine Coolant</b> – check levels <b>NOTE:</b> never remove radiator cap to check the coolant when the engine is running or while engine is hot; stand to the side and turn your face away, always use a glove or rag to protect your hands	<b>FLUID LEVEL:</b> _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Transmission Fluid</b> – check levels	<b>FLUID LEVEL:</b> _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Windshield Wipers</b> – proper working order	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Seat Belts</b> – proper working order	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Safety Door</b> – proper working order (stand up rider models)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Safety Switch</b> – proper working order (stand up riding tractors)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hand Guards</b> – in place and in proper working order (stand up riding tow tractors, walking pallet trucks, walking trans-stackers)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Tow Hook</b> – engages and releases smoothly, safety catch in proper working order	
<b>YES</b>	<b>NO</b>	<b>N/A</b>		<b>COMMENTS / CORRECTIVE ACTIONS</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Gripper Jaws</b> – jaws open & close	



**Appendix 21-B**  
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			quickly & smoothly (order pickers)	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Work Platform</b> – platform raises and lowers smoothly	_____ _____ _____

**ADDITIONAL CORRECTIVE ACTIONS: (IF NECESSARY)**
