SUNBELT CONTROLS

Appendix 21-B
Daily Forklift Inspection Form

Employee Name:		Date:	
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. Forklifts that are defective, in need of repair or are unsafe shall be tagged ***DANGER – DO NOT OPERATE*** and taken out of service until restored to safe operating condition.		Forklift ID:	

YES	NO	N/A		COMMENTS / CORRECTIVE ACTIONS
☐	☐	☐	**Overhead Guard** – broken welds, missing bolts or damaged areas	
☐	☐	☐	**Hydraulic Cylinders** – leakage or or damage on the lift, tilt & attachment functions of the cylinders	
☐	☐	☐	**Mast Assembly** – broken welds, cracked or bent areas and worn or missing stops	
☐	☐	☐	**Lift Chains & Rollers** – wear or damage or kinks, signs of rust or signs that lubrication is required, squeaking	
☐	☐	☐	**Forks** – cracked or bent, worn or mismatched; excessive oil or water on the forks	
☐	☐	☐	**Tires** – large cuts (encompassing entire circumference) rubber missing or separated from rim, missing lugs, bond separation (which may cause slippage)	
☐	☐	☐	**Battery Check** – cell caps and terminals in place, missing insulation from cables	
☐	☐	☐	**Hydraulic Fluid** – check level	**FLUID LEVEL:**
☐	☐	☐	**Gauges** – proper working order	
☐	☐	☐	**Steering** – excessive free play, power steering pump working	
☐	☐	☐	**Brakes** – pedal does NOT reach floor when service brake applied, brakes operate in reverse, parking brake working & vehicle does NOT move when engaged	
YES	NO	N/A		COMMENTS / CORRECTIVE ACTIONS

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☐	☐	☐	**Lights** – proper working order	_____
☐	☐	☐	**Horn** – proper working order	_____
☐	☐	☐	**Safety Seat** – proper working order	_____
☐	☐	☐	**Load Handling Attachments** – any hesitation when: hoisting or lowering forks, using forward or backward tilt or lateral travel on the side shift; excessive oil on the cylinders	_____ _____ _____ _____ _____
☐	☐	☐	**Propane Tank** – tank guard bracket properly positioned & locked down	_____ _____
☐	☐	☐	**Propane Hose** – any damage, no fraying and not pinched, kinked or bound; connector threaded on squarely and tightly	_____ _____ _____
☐	☐	☐	**Propane Odor** – if the presence of propane gas odor is detected, turn off the tank valve & report problem	_____ _____
☐	☐	☐	**Engine Oils** – check levels	**FLUID LEVEL:** _____
☐	☐	☐	**Engine Coolant** – check levels **NOTE:** 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	**FLUID LEVEL:** _____ _____ _____ _____ _____ _____
☐	☐	☐	**Transmission Fluid** – check levels	**FLUID LEVEL:** _____
☐	☐	☐	**Windshield Wipers** – proper working order	_____ _____
☐	☐	☐	**Seat Belts** – proper working order	_____
☐	☐	☐	**Safety Door** – proper working order (stand up rider models)	_____ _____
☐	☐	☐	**Safety Switch** – proper working order (stand up riding tractors)	_____ _____
☐	☐	☐	**Hand Guards** – in place and in proper working order (stand up riding tow tractors, walking pallet trucks, walking trans-stackers)	_____ _____ _____
☐	☐	☐	**Tow Hook** – engages and releases smoothly, safety catch in proper working order	_____ _____ _____
YES	**NO**	**N/A**		**COMMENTS / CORRECTIVE ACTIONS**
☐	☐	☐	**Gripper Jaws** – jaws open & close	

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			quickly & smoothly (order pickers)	_____
☐	☐	☐	**Work Platform** – platform raises and lowers smoothly	_____ _____

ADDITIONAL CORRECTIVE ACTIONS: (IF NECESSARY)