

# Forklift Daily Inspection Form

|                   |                      |                        |            |
|-------------------|----------------------|------------------------|------------|
| Make: <u>Yale</u> | Date: <u>5/12/26</u> | Model: <u>Forklift</u> | ID#: _____ |
| Day               |                      | Operator's Name        |            |
| Monday            |                      | <u>Alex</u>            |            |
| Tuesday           | <u>5/12/26</u>       |                        |            |
| Wednesday         |                      |                        |            |
| Thursday          |                      |                        |            |
| Friday            |                      |                        |            |
| Saturday          |                      |                        |            |
| Sunday            |                      |                        |            |

Prior to operating this forklift, the daily checklist must be completed by a licensed, and qualified operator. Check the items listed below and mark each box with the appropriate letter to identify satisfactory operation or condition of item.

R - for Repair/Replace, report discrepancy to the Safety Coordinator and use 'remarks' to describe  
S - for Satisfactory (in safe working condition)

| Item                                         | M | T        | W | Th | F | Sa | Su | Remarks              |
|----------------------------------------------|---|----------|---|----|---|----|----|----------------------|
| <b>Key OFF Procedures</b>                    |   |          |   |    |   |    |    |                      |
| Inspect overhead guard                       |   | <u>S</u> |   |    |   |    |    |                      |
| Inspect hydraulic cylinders                  |   | <u>S</u> |   |    |   |    |    |                      |
| Inspect mast assembly                        |   | <u>S</u> |   |    |   |    |    |                      |
| Inspect chains & rollers                     |   | <u>S</u> |   |    |   |    |    |                      |
| Inspect forks                                |   | <u>S</u> |   |    |   |    |    |                      |
| Inspect tires                                |   | <u>S</u> |   |    |   |    |    |                      |
| Inspect LPG tank & B locator pin             |   | <u>S</u> |   |    |   |    |    |                      |
| Inspect LPG tank hose                        |   | <u>S</u> |   |    |   |    |    |                      |
| Inspect gas gauge                            |   | <u>S</u> |   |    |   |    |    |                      |
| Check engine oil level                       |   | <u>S</u> |   |    |   |    |    |                      |
| Examine battery                              |   | <u>S</u> |   |    |   |    |    |                      |
| Check the hydraulic fluid level              |   | <u>S</u> |   |    |   |    |    |                      |
| Check the engine coolant level               |   | <u>S</u> |   |    |   |    |    | <u>Add a quarter</u> |
| <b>Key ON Procedures</b>                     |   |          |   |    |   |    |    |                      |
| Test the front, tail & brake lights          |   |          |   |    |   |    |    |                      |
| <b>ENGINE RUNNING Procedures</b>             |   |          |   |    |   |    |    |                      |
| Check the gauges:                            |   |          |   |    |   |    |    |                      |
| Oil Pressure indicator lamp                  |   | <u>S</u> |   |    |   |    |    |                      |
| Ammeter indicator lamp                       |   | <u>S</u> |   |    |   |    |    |                      |
| Hour meter                                   |   | <u>S</u> |   |    |   |    |    |                      |
| Water temperature gauge                      |   | <u>S</u> |   |    |   |    |    |                      |
| Test the standard equipment:                 |   | <u>S</u> |   |    |   |    |    |                      |
| Steering                                     |   | <u>S</u> |   |    |   |    |    |                      |
| Brakes                                       |   | <u>S</u> |   |    |   |    |    |                      |
| Horn                                         |   | <u>S</u> |   |    |   |    |    |                      |
| Safety seat (if equipped)                    |   | <u>S</u> |   |    |   |    |    |                      |
| Check the operation of load-handling attachm |   | <u>S</u> |   |    |   |    |    |                      |
| Check the transmission fluid level           |   | <u>S</u> |   |    |   |    |    |                      |