

# FOB - PIT Pre-Shift Inspection Checklist

Pre-use checklist is to be completed each shift prior to using the equipment.  
Operator is to initial when inspected, Supervisor is to review the checklist and sign off at the end of each week.

Forklift Type: \_\_\_\_\_ Forklift #: \_\_\_\_\_ Week (Sunday's Date): \_\_\_\_\_

Inspection Item (to be completed each shift)	Sun.			Mon.			Tues.			Wed.			Thurs.			Fri.			Sat.			
	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	
<b>Tires</b> - Check that they are in good condition, intact with the rim. Visual Wear - tire pressure if applicable.																						
<b>Fluids</b> - Check oil levels, hydraulics, battery, fuel, and coolant for leaks including all hoses.																						
<b>Structure</b> - Check for cracks, bends, dents, distortion, or broken parts. Check aprons and that guards are in position and secure.																						
<b>Tines/Forks</b> - check they are evenly spread with locking pins in place - no signs of distortion.																						
<b>Mast</b> - Check that chains are level with no obstructions and that rams are not pitted or leaking. Check for wear to lift chains and leaks on the hydraulic cylinders.																						
<b>Battery</b> - check it is operational and for any signs of damage, ensure it isn't pinched or caught.																						
<b>Battery charge</b> - Discharge meter remains full green after raising forks (where applicable).																						
<b>Gas operated PIT</b> - check gas levels are ok and gas cylinders are not damaged. Check cylinders are secure.																						
<b>Engine Bay</b> - check for cleanliness and that no fluids leaks are present																						
<b>Controls (prestart)</b> - Check seat condition. Check that all controls are clearly marked, seat and steering wheels are secure and seat belt works as intended.																						
<b>Controls (post start)</b> - Check controls and pedals - no unusual noises																						
<b>Capacity/load plate</b> - check plate is fitted, legible and correct.																						
<b>Reverse Buzzer &amp; Horn</b> - Check working and audible																						
<b>Lights and beacon</b> - functioning																						
<b>Steering</b> - Smooth from lock to lock - no binding																						
<b>Brakes</b> - check both brake and park break for proper operation																						
<b>Hydraulics</b> - Operate lift, tilt & reach to full extent of Travel																						
<b>Attachments</b> - Check that they function, and no unusual noises are observed																						
<b>Initials:</b>																						

If any items above are not working, the forklift is to be tagged out and reported to the supervisor for repair.

Description of Issue: \_\_\_\_\_

Date and time tagged out: \_\_\_\_\_ Tagged out by: \_\_\_\_\_

