Forklift daily checklist: electric truck

Date _____ Shift _____ Truck no. _____ Model / serial no. _____

Operator _____ Department _____ Hour meter _____ Supervisor _____

Safety and operational checks before each shift. Follows the structure of OSHA's sample operator daily checklist; add any checks in your manufacturer's manual.

MOTOR OFF: VISUAL CHECKS	OK	NEEDS REPAIR
Leaks: hydraulic oil, battery	☐	☐
Tires: condition and pressure	☐	☐
Forks, top clip retaining pin and heel: condition	☐	☐
Load backrest extension: attached	☐	☐
Hydraulic hoses, mast chains, cables and stops: check visually	☐	☐
Finger guards: attached	☐	☐
Overhead guard: attached	☐	☐
Safety warnings: attached and legible	☐	☐
Battery: water or electrolyte level and charge	☐	☐
Battery cables and connector: no damage; cell caps and terminal covers in place	☐	☐
Battery restraint system: adjusted and fastened	☐	☐
Hydraulic fluid level	☐	☐
Transmission fluid level (if equipped)	☐	☐
Operator's manual in container	☐	☐
Capacity plate attached; matches model, serial number and attachments	☐	☐
Seat belt (sit-down) or fall protection / restraint (man-up)	☐	☐
Brake fluid level	☐	☐

MOTOR ON: OPERATIONAL CHECKS	OK	NEEDS REPAIR
Accelerator linkage: functioning smoothly	☐	☐
Parking brake: holds	☐	☐
Service brake: pedal firm, stops smoothly	☐	☐
Steering: no excessive free play	☐	☐
Drive control forward and reverse	☐	☐
Tilt control forward and back	☐	☐
Hoist and lowering control	☐	☐
Attachment control	☐	☐
Horn	☐	☐
Lights and alarms (where present)	☐	☐
Hour meter	☐	☐
Battery discharge indicator	☐	☐
Instrument monitors	☐	☐

RECORD OF FLUID ADDED	
Battery water	
Hydraulic oil	
Drive hour meter	
Hoist hour meter	

Unusual noises must be investigated immediately. Any box ticked Needs repair: **do not use the truck**. Tag it out of service and tell your supervisor.

Result: ☐ Safe to use ☐ Needs repair: taken out of service, defect ref _____

Defects or remarks

Operator signature _____