



Daily Pre-Shift Inspection Checklist

✓ = Satisfactory
✗ = Unsatisfactory

Operator: _____ Shift: _____

Company: _____ Date: _____

Model: _____ Serial #: _____ Hour Meter: _____

1) VISUAL Checks *All Models*

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> 1. Operator Manual & Manual Box <input type="checkbox"/> 2. Decals + Data Plate <input type="checkbox"/> 3. Side Guard / Latch / Hinges <input type="checkbox"/> 4. Overhead Guard <input type="checkbox"/> 5. Hydraulic Level Oil Sight Gauge <input type="checkbox"/> 6. Left Load Support (if fitted) <input type="checkbox"/> 7. Left Carriage Cylinder <input type="checkbox"/> 8. Left Tilt Cylinder <input type="checkbox"/> 9. Left Front Tire + Wheel <input type="checkbox"/> 10. Left Stabilizer <input type="checkbox"/> 11. Sideshift Cylinder <input type="checkbox"/> 12. Left Sideshift Chrome Shaft <input type="checkbox"/> 13. Forks <input type="checkbox"/> 14. Mast <input type="checkbox"/> 15. Over-Roller Hoses + Rollers <input type="checkbox"/> 16. Mast Chains <input type="checkbox"/> 17. Load Backrest (if fitted) <input type="checkbox"/> 18. Mast Lift Cylinder(s) + Mounts | <ul style="list-style-type: none"> <input type="checkbox"/> 19. Right Sideshift Chrome Shaft <input type="checkbox"/> 20. Right Stabilizer <input type="checkbox"/> 21. Right Front Tire + Wheel <input type="checkbox"/> 22. Hydraulic Hoses + Connections <input type="checkbox"/> 23. Right Tilt Cylinder <input type="checkbox"/> 24. Right Carriage Cylinder <input type="checkbox"/> 25. Right Load Support (if fitted) <input type="checkbox"/> 26. Fuel Tank + Fuel Cap <input type="checkbox"/> 27. Top Hood <input type="checkbox"/> 28. Coolant <input type="checkbox"/> 29. Rear Hood <input type="checkbox"/> 30. Engine Oil <input type="checkbox"/> 31. Rear Steering Cylinder + Linkage <input type="checkbox"/> 32. Rear Tire + Wheel <input type="checkbox"/> 33. Seat <input type="checkbox"/> 34. Seat Belt <input type="checkbox"/> 35. Steering Wheel <input type="checkbox"/> 36. Valve Levers |
|--|---|

4-Way Models Only

- 1a. Left Wheel Counterweights
- 1b. Left Steering Wheel
- 1c. Right Steering Wheel
- 1d. Right Wheel Counterweights
- 1e. Mast Lift Height Sensor
- 1f. Mast Carriage Sensor

Pantograph / Telescopic 4-Way Models Only

- 1g. Left Stabilizer Friction Pad
- 1h. Left Lift Assist Assembly
- 1i. Scissor Assembly
- 1j. Right Stabilizer Friction Pad
- 1k. Right Lift Assist Assembly



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|--------------------|
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| ✗ = Unsatisfactory |

2) OPERATIONAL Checks *All Models*

- | | |
|--|--|
| <input type="checkbox"/> 1. Operator Side Guard | <input type="checkbox"/> 10. Accelerator Pedal |
| <input type="checkbox"/> 2. Gauges and Indicators | <input type="checkbox"/> 11. Valve Levers |
| <input type="checkbox"/> 3. Noises / Emissions | <input type="checkbox"/> 12. Steering Response |
| <input type="checkbox"/> 4. Air Filter Indicator | <input type="checkbox"/> 13. Diff-Lock (FWD / REV) |
| <input type="checkbox"/> 5. Hour Meter | <input type="checkbox"/> 14. Horn |
| <input type="checkbox"/> 6. Seat Belt Interlock Test | <input type="checkbox"/> 15. Work Lights |
| <input type="checkbox"/> 7. Parking Brake (ON / OFF) | <input type="checkbox"/> 16. Street Lights |
| <input type="checkbox"/> 8. Forward / Reverse Pedal | <input type="checkbox"/> 17. Strobe |
| <input type="checkbox"/> 9. Back-up Alarm / Travel Alarm (if fitted) | |

| 4-Way Models Only | Pantograph / Telescopic 4-Way Models Only | Low Profile Models Only |
|---|---|--|
| <input type="checkbox"/> 2a. Engage the Lateral Mode <input type="checkbox"/> 2b. Check Lift Height Sensor <input type="checkbox"/> 2c. Lateral Drive Test <input type="checkbox"/> 2d. Disengage the Lateral Mode Pedal | <input type="checkbox"/> 2e. Lift Assist: <i>Tilt Forward + Rearward</i> <input type="checkbox"/> 2f. Pantograph: <i>Extend + Retract</i> <input type="checkbox"/> 2g. Telescopic Forks: <i>Extend + Retract</i> | <input type="checkbox"/> 2h. Free Lift: <i>Engage + Disengage</i> |

3) TRANSPORT Checks

- | | |
|--|--|
| <input type="checkbox"/> 1. Mounting Kit | <input type="checkbox"/> 5. Angle of Forklift to Ground + |
| <input type="checkbox"/> 2. Tie Downs <i>(Dump bed mounting kit only)</i> | <input type="checkbox"/> 6. Ground Clearance <i>(when mounted)</i> |
| <input type="checkbox"/> 3. Pins + Locks | <input type="checkbox"/> 7. Rear Lights <i>(when mounted)</i> |
| <input type="checkbox"/> 4. Transport Chains | <input type="checkbox"/> 8. Conspicuity Tape <i>(when mounted)</i> |
| | <input type="checkbox"/> 9. Lower n' Go |

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|--|
| List any problems: _____ _____ _____ Reported to supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No |
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For more information on Daily Inspections + Maintenance, please refer to the Operator's Manual

