Forklift ID:	
Week of:	

NYSDOCCS Forklift Pre-Use Inspection Checklist

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Inspectors Initials														
Item Inspected:	**Ok**	**Repair**	**Ok**	**Repair**	**Ok**	**Repair**	**Ok**	**Repair**	**Ok**	**Repair**	**Ok**	**Repair**	**Ok**	**Repair**
Forks, backrest, carriage														
Mast, chain, hydraulic lines														
Tires, Axles														
Overhead guard														
Fuel tank & connections														
Engine oil level														
Radiator water level (cold)														
Fuel level														
Leaks under lift														
Seat and seat belt														
Horn and backup alarm														
Lights														
Gauges and instruments														
Brakes														
Hydraulic controls & lift														
Steering														

1 The checklist must be completed either before use or daily and retained for documentation for one year.
2 If the forklift is found to be unsafe, the condition must be reported immediately to the supervisor.
3 No forklift shall be operated with a leak in the fuel system.