

Forklift pre-use inspection checklist

Complete before the truck is first operated on a shift. If any item is a defect that affects safe operation, tag the truck out of service and report it to your supervisor.

Date: _____ Shift: _____ Unit / ID #: _____ Hours: _____
 Operator: _____ Location: _____

Walk-around (engine off, forks lowered)	OK	Defect	N/A
No fluid leaks under the truck (oil, hydraulic fluid, fuel, coolant, battery electrolyte)			
Tires or wheels: no cuts, gouges, missing chunks, loose lug nuts or flat spots			
Forks: no cracks, bends or heel wear; locking pins in place and forks level and evenly spaced			
Mast, chains and rollers: no broken or kinked chains, no loose hardware, no leaks from lift or tilt cylinders			
Overhead guard and load backrest: not bent, cracked or missing			
Data plate and capacity plate present and readable; attachments match the plate			
Propane: cylinder secure, valve and hose undamaged, no leaks. Electric: battery secure, cables and connectors undamaged, vents clear			
Counterweight and body: no damage or loose parts			

Operator compartment	OK	Defect	N/A
Seat and seat belt or restraint: seat secure, belt works and latches			
Steering wheel and column: no excess play			
Instruments and gauges work; fuel or battery charge adequate			
Horn works			
Headlights, working lights, warning lights and backup alarm work			
Mirrors and visibility aids clean and aimed correctly			
Fire extinguisher present, charged and inspected (where fitted)			
Operator's manual present on the truck			

Operational test (in a clear area)	OK	Defect	N/A
Service brake stops the truck smoothly; parking brake holds			
Accelerator and direction control work smoothly			
Steering is smooth in both directions			
Mast raises, lowers and tilts smoothly with no jerking or unusual noise			
Hydraulic controls return to neutral when released; any attachments operate correctly			
No unusual noises, smells, vibrations or warning lights			

Defects found / action taken / who was told:

Equipment safe to operate? Yes ☐ No ☐
(tag out of service)

Operator signature:

Supervisor:

Items reflect common pre-use inspection practice for powered industrial trucks. Follow your operator's manual and employer procedures; the manual's list takes priority. The Regulation currently cites CAN/CSA B335-15; a newer edition, CSA B335:25, has been published. This checklist does not reproduce either standard.

OHS Regulation, s. 16.3 (operator inspects before first operation on a shift; defects reported; defect record kept at least 2 years) (Part 16 Mobile Equipment)

<https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-16-mobile-equipment>

OHS Regulation, s. 16.43 (lift trucks; CAN/CSA B335-15 cited) (Part 16 Mobile Equipment)

<https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-16-mobile-equipment>