

# DAILY FORKLIFT PRE-SHIFT INSPECTION CHECKLIST

Eversafe Universal Sdn. Bhd. Safety Management Protocol

<b>Date:</b>	<b>Time:</b>
<b>Operator Name:</b>	<b>Forklift ID / Unit #:</b>
<b>Hour Meter:</b>	

**Instructions:** Inspect each item before the start of every shift. If any item is marked "Fail," do not operate the forklift. Tag it out of service and report it to your supervisor immediately.

## 1. Visual Checks (Engine OFF)

Check Item	Pass	Fail
<b>General Condition:</b> No obvious damage, missing parts, or debris	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fluid Leaks:</b> Check floor for oil, hydraulic fluid, or coolant	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tires &amp; Wheels:</b> Check for wear, damage, chunks missing, or low pressure	<input type="checkbox"/>	<input type="checkbox"/>
<b>Forks:</b> No cracks, severe wear, or unequal bending; locking pins secure	<input type="checkbox"/>	<input type="checkbox"/>
<b>Mast &amp; Carriage:</b> Chains are tensioned and lubricated; no cracks	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hydraulic Hoses:</b> No visible cuts, cracks, or leaks	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overhead Guard:</b> Secure, no structural damage or bends	<input type="checkbox"/>	<input type="checkbox"/>
<b>Load Backrest:</b> Securely attached, not bent or damaged	<input type="checkbox"/>	<input type="checkbox"/>
<b>Seat &amp; Seatbelt:</b> Seat is secure; seatbelt extends, latches, and retracts	<input type="checkbox"/>	<input type="checkbox"/>
<b>Battery/Engine:</b> Cables are secure, no exposed wires, caps in place	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fluid Levels:</b> Check engine oil, hydraulic fluid, and coolant (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Capacity Plate:</b> Present, legible, and matches the attached attachments	<input type="checkbox"/>	<input type="checkbox"/>

## 2. Operational Checks (Engine ON)

Check Item	Pass	Fail
<b>Dashboard Gauges:</b> All indicators, warning lights, and meters function	<input type="checkbox"/>	<input type="checkbox"/>
<b>Horn:</b> Loud and clearly audible	<input type="checkbox"/>	<input type="checkbox"/>
<b>Backup Alarm:</b> Sounds clearly when forklift is in reverse	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lights:</b> Headlights, taillights, warning lights, and strobe are working	<input type="checkbox"/>	<input type="checkbox"/>
<b>Steering:</b> Moves smoothly lock-to-lock without excessive play or binding	<input type="checkbox"/>	<input type="checkbox"/>
<b>Foot Brakes:</b> Pedal holds firm, stops smoothly without grabbing	<input type="checkbox"/>	<input type="checkbox"/>
<b>Parking Brake:</b> Holds the forklift securely against slight acceleration	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lift Mechanism:</b> Mast raises and lowers smoothly without drifting	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tilt Mechanism:</b> Mast tilts forward and backward smoothly	<input type="checkbox"/>	<input type="checkbox"/>
<b>Attachments:</b> (If equipped) side-shift or rotators function smoothly	<input type="checkbox"/>	<input type="checkbox"/>
<b>Unusual Noises:</b> No grinding, squealing, or knocking during operation	<input type="checkbox"/>	<input type="checkbox"/>

### Fault Reporting & Notes

Details of any "Fail" items or required maintenance:

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Operator Signature

Supervisor Signature