

City of Hampton FORKLIFT Pre-Trip Inspection Checklist

Prior to operating this piece of equipment, a Pre-operational check must be conducted and documented.

Once this booklet is complete, another one must be put in its place and the completed booklet must stay with the division for up to two calendar years.

This inspection is mandatory prior to use.

If **ANY** items are checked as **NEEDS REPAIR** the equipment must be locked out and tagged out (LOTO) until it has been serviced and the repairs have been made.

If anything is broken or in need of repair, **notify your supervisor immediately**. Operating this equipment with repairs needed could result in disciplinary action and/or immediate termination.

Equipment Number:

Division:

Date:		Pre-Trip Inspection
Employee:		
Fuel Tank Straps Secure and properly positioned. Warning: WEAR GLOVES when handling propane	<input type="checkbox"/> Good Condition	<input type="checkbox"/> Need Repair
Fuel Tank Delivery Lines are secure and not dry rotted. No signs of damage.	<input type="checkbox"/> Good Condition	<input type="checkbox"/> Need Repair
Open hood and check oil level, battery cables/terminals make sure there are no fluid leaks (perform a visual inspection all around the engine compartment looking for worn hoses, etc.)	<input type="checkbox"/> Good Condition	<input type="checkbox"/> Need Repair
Data plate and load limitations are visible and legible.	<input type="checkbox"/> Good Condition	<input type="checkbox"/> Need Repair
Outrigger(s) if equipped	<input type="checkbox"/> Good Condition	<input type="checkbox"/> Need Repair
Boom extension if equipped	<input type="checkbox"/> Good Condition	<input type="checkbox"/> Need Repair
Tires (Check to make sure all lug nuts are in place none missing)	<input type="checkbox"/> Good Condition	<input type="checkbox"/> Need Repair
Chains (Mast) make sure they are securely anchored, lubricated, and not damaged)	<input type="checkbox"/> Good Condition	<input type="checkbox"/> Need Repair
Mast (check factory welds, make sure there are no cracks, and look for any other signs of damage)	<input type="checkbox"/> Good Condition	<input type="checkbox"/> Need Repair
Hydraulic Lift and Tilt Cylinders (should show no signs of hydraulic fluid leakage)	<input type="checkbox"/> Good Condition	<input type="checkbox"/> Need Repair
Fork Lift Blades and Fork locking pins (are in place and not damaged)	<input type="checkbox"/> Good Condition	<input type="checkbox"/> Need Repair
Overhead Guard (all welds are intact and not damage)	<input type="checkbox"/> Good Condition	<input type="checkbox"/> Need Repair
All lights (rear, front, safety, etc.)	<input type="checkbox"/> Good Condition	<input type="checkbox"/> Need Repair
Grab handles, steps, and mirrors	<input type="checkbox"/> Good Condition	<input type="checkbox"/> Need Repair
Seat Belt, Steering Wheel, Gauges and all controls are working properly	<input type="checkbox"/> Good Condition	<input type="checkbox"/> Need Repair
Brakes (check the parking brake and check brakes upon start to ensure they are working properly)	<input type="checkbox"/> Good Condition	<input type="checkbox"/> Need Repair
Alarms (back up, HORN, etc.)	<input type="checkbox"/> Good Condition	<input type="checkbox"/> Need Repair