

 TOWSON UNIVERSITY.	Occupational Safety Program		Forklift Inspection Record		Prepared by: FHB 1/15/2025			
	Forklift Safety Program							
	Form							
<i>Inspect Forklift Before the Start of Each Shift (At Least Once Daily, When In Use)</i>			Date		Time		Shift	
Truck ID/Model No.		Operator/Inspector		Hour Meter Reading (Turn key one "position" forward to check Hour Reading)				
				Start:		End:		
Check Appropriate Boxes Below: <input type="checkbox"/> Ok <input type="checkbox"/> Needs Attention or Repair								
Pre-Inspection - Visual Checklist (Prior to Mount)				Inspection - Operational Checklist (In Operator Cab)				
Tire Condition (No excessive wear/splitting, good rim condition, tight wheel nuts, no separation of rubber and rim, proper tire pressure.)				Hydraulic Fluid Level & Master Cylinder Fluid Level (Reservoirs found under Kick Plate below accelerator.)				
Forks (No cracks or other damage, locking pins work correctly.)				Parking Brake (Set parking brake and accelerate - parking brake prevents the forklift from moving.)				
Carriage, Mast & Backrest (No broken welds, mounted securely, no visible damage.)				Service Brake (Brakes slow forklift without jerking or locking, brakes are not too soft.)				
Guards (No broken welds, mounted securely, no visible damage.)				Steering (Steering wheel turns while stopped, turns forklift smoothly and precisely, no strange noise or hesitation.)				
Chains (Clean, lubricated, no visible wear, equal tension.)				Head & Tail Lights (If applicable, check that lights are operational.)				
Specification Plate (Present, Legible, Undamaged)				Back Up Light & Alarm (Lights up & sounds when moving in reverse.)				
Cylinders & Hydraulic Controls (Hydraulic lines ok, hoses ok, secure connections at fittings, no damage to or fluid leaking from lift and tilt cylinders.)				Gauges/Instrument Panel: Battery Power Level, Engine Oil Level, Radiator Water Level, Fuel Level, Warning Lights (Check Gauges/Instruments)				
Damage/Leaks (No damage to forklift or puddles of fluid around or under the forklift.)				Battery Water Level (If applicable, check each battery's water level - located under seat.)				
Remarks:				Forks Movement (Check lifting up/down, tilting forward/backward, and shifting left/right.)				
				Horn (Sounds when pressed)				