SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Forklift Load Handling and High Stacking Checklist

Regulation: 29 CFR 1910.178(o)(1)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Read the data plate: capacity falls as the load center moves out	
☐	Check the load and the pallet before you lift anything	
☐	Forks fully under the load, then tilt back to seat it	
☐	Travel low, four to six inches, mast tilted back	
☐	Stop square and set up before you raise: never lift on the move	
☐	At height keep the mast vertical, creep in, seat it, back straight out	
☐	Lower to travel height before you turn or move off	
☐	Hit a rack? Stop, report it, and keep the bay out of service	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	Only stable or safely arranged loads are handled, and off-center loads are handled with extra caution **29 CFR 1910.178(o)(1)**	
☐	Only loads within the rated capacity of the truck are handled, read from the data plate at the load center actually used **29 CFR 1910.178(o)(2)**	
☐	Long, high, and multiple-tiered loads that affect capacity are adjusted before they are moved- **29 CFR 1910.178(o)(3)**	
☐	Forks are placed under the load as far as possible and the mast is tilted back to stabilize it **29 CFR 1910.178(o)(5)**	
☐	Trucks fitted with an attachment are operated as partially loaded trucks even when carrying no load **29 CFR 1910.178(o)(4)**	
☐	Capacity plates, nameplates, and attachment combination markings are present and legible on every truck, and no attachment or modification is added without the manufacturer's written approval **29 CFR 1910.178(a)**	

☐	Stacked and tiered material is stable, secure against sliding or collapse, and limited in height **29 CFR 1910.176(b)**	
☐	Loads are carried low and tilted back, and the mast is never elevated while traveling or turning	
☐	Every rack strike is reported, and the affected bay is offloaded and inspected before returning to service	

WARNINGS

Never travel or turn with the load elevated

Never lift a person on the forks or on a pallet

Never use the forks to push, pull, or straighten racking

An attachment means less capacity: use the combination marking

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE