SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Forklift Pre-Shift Inspection Checklist

Regulation: 29 CFR 1910.178(q)(7)

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
☐	Power off: check tires, forks, chains, mast, guard, seat belt	
☐	Check battery or fuel; look for leaks under the truck	
☐	Power on in a clear area	
☐	Test brakes, steering, horn, lights, alarm	
☐	Raise, lower, and tilt the mast fully	
☐	Found a defect? Tag it out, pull the key, report it	
☐	Log the inspection before first load	

2. Compliance checks

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

DONE	CHECK	NOTES
☐	Every PIT is examined before being placed in service each day or shift 29 CFR 1910.178(q)(7)	
☐	Trucks with safety-affecting defects are removed from service until repaired 29 CFR 1910.178(p)(1)	
☐	Only trained, evaluated, and certified operators perform inspections and operate trucks 29 CFR 1910.178(l)(1)	
☐	Inspection records are completed and retained per facility policy	

WARNINGS

Never operate a tagged-out truck

A defective truck can kill: when in doubt, park it

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE