

# Visual Pre-Use Check

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- ✓ General condition and cleanliness
- ✓ Floor—clear of objects?
- ✓ Overhead—no obstructions?
- ✓ Nearby objects to avoid as you drive away
- ✓ Fire extinguisher—present and charged?
- ✓ Engine oil level
- ✓ Fuel level
- ✓ Radiator water level
- ✓ Battery
  - Fully charged
  - No exposed wires
  - Plug connectors not loose, worn, or dirty
  - Vent caps not clogged
  - Electrolyte levels in cells adequate
  - Secured in place by hold-downs or brackets
- ✓ Bolts, nuts, guards, chains, or hydraulic hose not damaged, missing, or loose
- ✓ Wheels and tires—check for wear, damage, and air pressure, if pneumatic tires
- ✓ Forks
  - Not bent
  - No cracks
  - Positioning latches in good working condition
  - Carriage teeth—broken, chipped, or worn?
- ✓ Chain anchor pins—worn, loose, or bent?
- ✓ Fluid leaks—damp spots or drips?
- ✓ Hoses—held securely; not loose, crimped, worn, or rubbing
- ✓ Horn—working and loud enough?
- ✓ Other warning devices operational
- ✓ Seatbelt and/or operator restraint device (if present) work properly and show no visible wear or damage

# Operational Pre-Use Check

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- ✓ Foot brake—pedal holds, unit stops smoothly
- ✓ Parking brake—holds against slight acceleration
- ✓ Operator presence seat brake—holds when operator rises from seat
- ✓ Clutch and Gearshift—shifts smoothly, no jumping or jerking
- ✓ Dash control panel—all lights and gauges operational
- ✓ Steering—moves smoothly
- ✓ Lift mechanism—operates smoothly (raise fork to maximum height then lower completely)
- ✓ Tilt mechanism—moves smoothly, holds (tilt mast all the way forward and backward)
- ✓ Cylinders and hoses—not leaking after above checks
- ✓ Listen for unusual sounds or noises
- ✓ Lights—headlights and warning lights operational

\* OSHA requires daily pre-shift maintenance checks on forklifts, and operators must be OSHA certified

