

Document Name: Daily Fork Truck Inspection Form
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 FMC Division: Risk Management

Approval Date: 4/28/11
 Review Date: 4/22/13
 Approved By: AVP, FMC

Inspector Name: _____ Date: _____ Truck Inspected: _____

Inspection Item	Pass	Fail	Comment
Overhead Guard - Are there broken welds, missing bolts, or damaged areas?			
Hydraulic Cylinders - Is there leakage or damage on the lift, tilt, and attachment functions of the cylinders?			
Mast Assembly - Are there broken welds, cracked or bent areas, and worn or missing stops?			
Lift Chains and Rollers - Is there wear or damage or kinks, signs of rust, or any sign that lubrication is required? Is there squeaking?			
Forks - Are they cracked or bent, worn, or mismatched? Is there excessive oil or water on the forks?			
Tires/Wheels - What do the tires look like? Are there large cuts that go around the circumference of the tire? Are there large pieces of rubber missing or separated from the rim? Are there missing lugs? Is there bond separation that may cause slippage?			
Battery Check - Are the cell caps and terminal covers in place? Are the cables missing insulation?			
Hydraulic Fluid - Fluid level okay?			
Gauges - Are they all working properly?			
Steering - Is there excessive free play? Is the power steering pump working?			
Brakes - If pedal goes all the way to the floor when you apply the service brake, it is the first indicator that the brakes are bad. Brakes should work in reverse, also. Does the parking brake work? The truck should not be capable of movement with parking brake engaged.			
Lights - If equipped with lights, are they working properly?			
Horn - Does the horn work?			
Load Handling Attachments - Is there hesitation when hoisting or lowering the forks, when using the forward or backward tilt, or the lateral travel on the side shift? Is there excessive oil on the cylinders?			
Propane Tank - Is the tank guard bracket properly positioned and locked down?			
Propane Hose - Is it damaged? It should not be frayed, pinched, kinked, or bound in any way. Is the connector threaded on squarely and tightly?			
Propane Odor - If you detect the presence of propane gas odor, turn off the tank valve and report the problem.			
Leaks - Any signs of oil, coolant, fuel or transmission leaks?			
Windshield Wipers - Do they work properly if equipped?			
Seat Belts - Do they work? Seatbelt use is required.			
Notes:			