National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Powered Industrial Truck/Forklift Daily Inspection Checklist

Powered industrial trucks must be checked before operating. Notify supervisor immediately of defects or unsafe conditions.
Must be completed DAILY and signed by the appointed forklift driver on each SHIFT.

Building/Department: _____ Forklift No.: _____ Week of: _____

Description of Inspected Item	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Check fluid levels and pressure levels (look for leaks, loose fittings, broken line, etc.)														
Check the fuel level														
Check the battery gauge level or fuel level														
Check hoses, belts, and cables (look for dry, frayed, worn, or loose conditions)														
Check brakes and inching pedal (including seat brake, parking break, etc.)														
Inspect Tires (look for cuts, gauges and embedded objects, examine rims)														
Check mast, uprights, and attachments (inspect bolts, channels, chain guides, pulleys, rollers, lifting cylinder, control valves, etc.)														
Check steering														
Inspect exhaust system (leaks)														
Check lift controls (test tilt forward and backward)														
Check warning devices and gauges (warning lights, strobe lights, horn, reverse indicators, etc.)														
Inspect forks (abrasions, cracks at stress points, alignment)														
AM shift employee signature														
PM shift employee signature														

NOTE ANY SAFETY DEFECTS FOUND	Person reporting defect & date (Include your name)	Supervisor Signature	Date placed out of service

Enter 'OK' if item is acceptable