

Forklift PM Checklist

Actions and activities recommended in this guide should only be attempted by trained and certified personnel. If such personnel are not available, the actions recommended here should not be initiated. Frequencies indicated are based on a comparison of intervals from various industry sources and are provided solely for planning purposes.

Task ID	Task Name	Task Text	Frequency	Pre-Start Visual	Pre-Start Operational	Quarterly / 250 hrs	Annually / 1200 hrs
FKL-001	Overall Visual	Visual check of general condition and cleanliness.	Pre-Start Visual	X			
FKL-002	Floor	Ensure floor is clear of objects that may lead to an accident.	Pre-Start Visual	X			
FKL-003	Overhead	Ensure there are no overhead obstructions that may interfere with safe operation of forklift.	Pre-Start Visual	X			
FKL-004	Surroundings	Ensure there are no objects nearby that may interfere with safe operation of forklift.	Pre-Start Visual	X			
FKL-005	Fire Extinguisher	Check for presence of fire extinguisher and check that it is fully charged.	Pre-Start Visual	X			
FKL-006	Fluids	Check engine oil level, fuel level, radiator water level (LPG, gas and diesel forklifts).	Pre-Start Visual	X			
FKL-007	Hoses	Check that hoses are held securely. Check that hoses are not clamped, worn or rubbing.	Pre-Start Visual	X			
FKL-008	Fluid Leaks	Check for signs of fluid leakage: such as, damp spots or drips.	Pre-Start Visual	X			
FKL-009	Battery	Ensure battery is fully charged, properly secured, electrolyte levels are sufficient, vent caps are not clogged, wires are in good physical condition, and connections are secure/clean.	Pre-Start Visual	X			
FKL-010	Guards	Ensure guards, fasteners, chains, and hydraulic hose reels are free of damage and not missing or loose.	Pre-Start Visual	X			
FKL-011	Wheels/Tires	Inspect wheels for damage. Inspect lug bolts. Check tires for wear and damage. Check air pressure if pneumatic tires.	Pre-Start Visual	X			
FKL-012	Forks	Check that forks are not bent and no cracks are present. Verify carriage teeth are not broken, chipped or worn. Verify positioning latches are in good working order.	Pre-Start Visual	X			
FKL-013	Chain Anchor Pins	Ensure chain anchor pins are not worn, loose, or bent.	Pre-Start Visual	X			
FKL-014	Horn	Check that horn is working and loud enough to be heard in working environment. Check other warning devices for correct operation.	Pre-Start Visual	X			
FKL-015	Seatbelt	Inspect seatbelt and/or operator restraint device for damage and visible wear. Check for proper operation. Check anchors and buckles for proper operation.	Pre-Start Visual	X			
FKL-016	Overhead Guard	Check overhead guard for damage.	Pre-Start Visual	X			
FKL-017	Foot Brake	Check foot brake for proper operation. Verify that pedal holds and forklift stops smoothly.	Pre-Start Operational		X		
FKL-018	Parking Brake	Check parking brake for proper operation. Verify that brake holds against a slight acceleration.	Pre-Start Operational		X		
FKL-019	Lift Mechanism	Verify lift mechanism operates smoothly. Raise forks to maximum height then lower forks to check for smooth operation.	Pre-Start Operational		X		

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