



# VCU

Safety and Risk  
Management

## Forklift Inspection

Department: \_\_\_\_\_ Type of forklift: \_\_\_\_\_

Inspector: \_\_\_\_\_ Forklift ID: \_\_\_\_\_

Date: \_\_\_\_\_

| <b>KEY OFF PROCEDURES – General Inspection</b> | <b>Pass</b> | <b>Fail</b> | <b>Comments</b> |
|--|-------------|-------------|-----------------|
| Overhead guard                                 |             |             |                 |
| Hydraulic cylinders                            |             |             |                 |
| Mast assembly                                  |             |             |                 |
| Lift chains/rollers                            |             |             |                 |
| Forks  |             |             |                 |
| Tires  |             |             |                 |
| LPG tank and locator pin                       |             |             |                 |
| LPG tank hose                                  |             |             |                 |
| Gas gauge                                      |             |             |                 |
| Check engine oil level                         |             |             |                 |
| Examine battery                                |             |             |                 |
| Check hydraulic fluid level                    |             |             |                 |
| Check engine coolant level                     |             |             |                 |

| <b>KEY ON PROCEDURE</b>           | <b>Pass</b> | <b>Fail</b> | <b>Comments</b> |
|-----------------------------------|-------------|-------------|-----------------|
| Test front, tail and brake lights |             |             |                 |

| <b>ENGINE RUNNING PROCEDURES</b>  | <b>Pass</b> | <b>Fail</b> | <b>Comments</b> |
|---|-------------|-------------|-----------------|
| Check gauges – oil pressure indicator, ammeter indicator, hour meter, water temperature gauge |             |             |                 |
| Equipment test – steering, brakes, horn, safety seat (if applicable)                          |             |             |                 |
| Check operation of load-handling attachments  |             |             |                 |
| Check transmission fluid level  |             |             |                 |