



# Forklift Pre-Trip Inspection Report

(Instructions: All boxes are to be checked for response, Click to initiate check mark if N/A or discrepancies leave blank and fill comments.)

Employee/Driver: _____	Vehicle #: _____ Serial #: _____	Date: ____/____/____ Time: ____:____ am <input type="checkbox"/> pm <input type="checkbox"/>
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Inspection reports to be performed daily. Keep reports in the vehicle, and turn in at end of month with your Monthly Vehicle Log, unless there is a new issue and/or one that requires immediate attention.

Mark every Box below. Leave blank if it requires attention or is less than Ideal. Mark  If it meets county standards.

**Walk Around Visual Inspection I:**

- Check for body damage (see column on right)
- Check tire tread Hard rubber or Inflatable
- Check windows
- Check mirrors
- Check under vehicles for fluid leaks / irregularities

**Under the Hood Inspection:**

- Check oil (full, clean)
- Check transmission fluid
- Check coolant
- Check belts
- Check battery & cables

**Interior Inspection:**

- Check seating (cleanliness, tears, stains)
- Check seatbelts
- Check parking brake
- Check Steering wheel ( no damage)
- Check first aid kit is onboard and full (if applicable)
- Check fire extinguisher is onboard an in date

**Start Up Inspection:**

- Check Vehicle starts okay without sounds and/or Hesitation.
- Check dash illumination
- Check steering wheel & column (not too much play)
- Check lights and Horn
- Check brakes, lines & brake chambers (no leaks)
- Check Adjust mirrors

Odometer Reading at Start: \_\_\_\_\_

Fuel level at Start\* ¼  ½  ¾  full tank

\*Borrowed vehicles must be returned with a full tank

**While operating the vehicle, always be aware of unusual smells, sounds, vibrations, or anything that does not seem right with the vehicle.**

**Drivers Notes: Auto – Font 150 characters max**

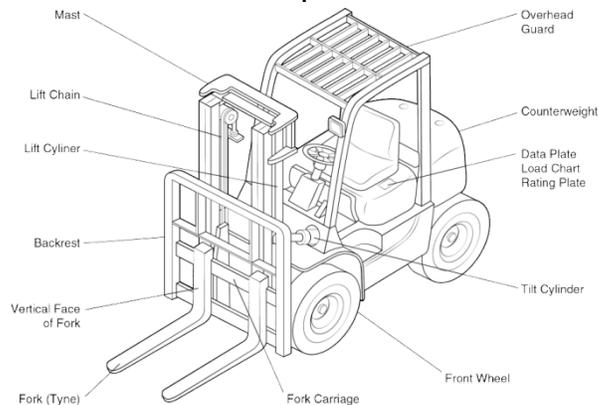
**Walk Around Visual Inspection II:**

Mark all exterior damage where it is located on the sketch below or using the identifying letter from this key:

**Key**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>A- Scratch or Scrape Loose</li> <li>B- Broken</li> <li>C- Cracked</li> <li>D- Dented</li> </ul> | <ul style="list-style-type: none"> <li>E- Loose</li> <li>F- Flat</li> <li>G- Missing</li> </ul> |
|--|---|

Front of Vehicle



- Check Propane Hoses Connections if equipped
- Check Does the steering feel tight
- Check Hydraulic Lines and Hose Fittings
- Check for propane leaks if equipped
- Check Radiator for rusty water daily
- Check tires any chunks missing
- Check tail pipe daily for black residue
- Check Pull Forklift Forward check for leaks
- Check Mast and Tilt Cylinder and check for leaks
- Check Transmission fluid by tilting mast forward
- Check overhead guard
- Check Forks, No jagged edges, holes, cracks
- Check lift chains on Mast
- Check Lift Cylinder and Tilt Cylinders for fluid leaks
- Check Parking Brakes