



Work Instructions: Inspecting Forklifts

Overview

Purpose To explain the procedure for inspecting forklifts which is designed to:

- Ensure forklifts are working properly
- Comply with OSHA regulations

Scope This applies to all forklifts at our site.

Audience All forklift users and their supervisors; members of the Environmental Health & Safety (EHS) Department

Table of Contents

Topic	See Page
Policy	2
Procedure	2 - 3
Definitions	4
Associated Documents	4
Revision History	4
Appendix A - Forklift Inspection Record	5



Policy

- Every forklift must be inspected daily (on days it is to be used). But if there are multiple work shifts, the forklift must be inspected on each shift.
 - Results of inspections must be documented using a copy of the form in Appendix A or a similar form.
 - All problems and malfunctions must be recorded and reported to the responsible supervisor. If it is a serious problem, the forklift must be immediately taken out of service according to "Work Instructions: Taking a Forklift Out of Service"
-

Procedure

Stages

There are 3 stages to the inspection:

- Walk around
 - Fluid check
 - Control check
-

**Stage 1 -
Walk around**

Walk around the forklift and check the items in the table.

Step	Action
1	Inspect the tires. They should not be severely cracked or gouged.
2	Check the mast. Be sure it is not bent, crooked or otherwise damaged.
3	Check to be sure the backrest is in place.
4	Inspect the chain. It should be well lubricated and must not have any kinks.

**Stage 2 -
Fluid Check**

Check for fluid leaks

Step	Action
1	Look underneath the forklift.
2	Look at the fire wall.
3	Look at all cables.
4	Check all fluid levels, including hydraulic oil and battery.



**Stage 3 -
Control Check**

Check the operation of the forklift and all its controls.

Step	Action
1	Turn the forklift on.
2	Turn the steering wheel to both sides and check for tightness.
3	Raise and lower the mast.
4	Tilt the mast forward and backward.
5	Move the blades forward to check their reach
6	Drive forward and try the brakes. Then drive backwards and try the brakes. Be sure they stop sufficiently and that the pedal does not drop too low.
7	Test the horn.
8	Check that all lights are working (i.e. warning light, head lights, tail lights, brake lights, etc.)
8	Check that the backup alarm works (if the forklift has one).

Definitions

**Non-Serious
Problem**

A minor malfunction or failure of a forklift or its components that would not lead to an accident (ex: slightly worn tires, cracked dome light, ...)

**Serious
Problem**

Any malfunction or failure of a forklift or its components that could lead to an accident (ex: broken horn, weak brakes, low fluid, cracked blades, ...)

Associated Documents

"Policy: Forklifts "

"Work Instructions: Taking Forklifts Out of Service"

Revision History

Revision Number	Date	Change

Appendix A - Forklift Inspection Record

Forklift Inspection Form

Instructions: Each forklift must be inspected every shift it is used. Fill out this form. Answer questions "yes" or "no". Do not use check marks or write "ok".

Forklift Number								
Date								
Hour Meter Reading (record actual number)								
Inspector Name								
Inspector Signature								

Walk around Inspection								
Are tires in good condition? (make sure they are not severely cracked or gouged)								
Is the mast straight and undamaged?								
Is the backrest or gate in place? Is it straight and not bent?								

Inspection form continued

Is the chain free of kinks and is it well lubricated?								
Are the blades straight and undamaged?								
Are the blades centered and locked in position?								

Date								
Inspector Name								

Fluid Check								
Any fluid leaks under forklift?								
Any fluid leaks on firewall?								
Any fluid leaks on cables or hoses?								
Are there fluid leaks from any of the pistons?								
Are the fluid levels full? Check brake, hydraulic, power steering, transmission, coolant, and battery fluids.								

Inspection form continued

<i>Control Check</i>								
Does steering wheel turn to both sides without excessive play?								
Does mast go up and down? Does it tilt both ways?								
Do the blades move forward?								
Can the forklift go forward and backward?								
Do the brakes work properly?								
Does the horn work?								
Does the backup alarm work (if there is one for the forklift)?								
Are all lights in working order (warning light, head lights, tail lights, brake lights)?								

<i>Comments</i>								