

Forklift Maintenance Checklist



OHS laws require employers to maintain powered lift trucks, aka, forklifts, in accordance with manufacturer's specifications. And while specific maintenance procedures will vary by equipment type, the scope of maintenance examinations should cover 4 basic areas:

1. The load-handling device;
2. The elevating section;
3. The propulsion system; and
4. General safety checks.

The Checklist below, which is based on Guidelines from the Ontario Ministry of Labour, lists the crucial items to check under each area. Be sure to adapt it in accordance with the manufacturer's instructions of the equipment you use at your own workplace.

Forklift Maintenance Checklist

Inspector: Date:

	Yes	No	Comments
A. LOAD-HANDLING DEVICE			
1. Manufacturer's Specification Plates: ú Truck plate ú Attachment plate ú Verify information shown on capacity plate matches truck, mast and currently installed attachments			

2. Forks ú Measure fork length, width and thickness ú Verify each of above is in accordance with manufacturer's specifications ú Note any unauthorized cutting, cracks and heel wear ú Verify straightness of blade and shank ú Measure fork angle ú Measure fork tip height and note condition ú Note tube condition ú Check welded areas, including: > Blade and heel > Hook mount forks > Shaft mount forks > Special forks > Fork attachments ú Check latch pins			
3. Attachments ú Conduct visual and operational check ú Verify that everything is in accordance with manufacturer's specifications ú Check attachment mounting ú Check load bearing arms for straightness and twists ú Check pivot points and hinges ú Check hanger brackets ú Check latch pins ú Check stops ú Check condition of load backrest			
4. Movement ú Verify carriage is free and unobstructed ú Check anchors ú Check stub shafts ú Check bearings ú Check weldments/forkbars			
B. ELEVATING SECTION			
1. Lift Chains ú Check anchors ú Check guards ú Check elongation ú Use wear gauge to check wear ú Verify adjustment(s) meet manufacturer's specifications			
2. Mast ú Perform visual and operational check of mast operation ú Check mast mounting, bushings and pivots ú Check rails for: > Straightness > Wear ú Check cross bracing ú Check pins ú Check chain guiderollers ú Check wear strips and guides ú Check hoses, pulleys and fittings ú Check latches – stops			
3. Hydraulic System ú Check lift cylinders, including: > Anchors > Piston head guides > Lines > For leaks > Perform drift test ú Check tilt cylinders, including: > Anchors > Racking > Rod end retainer > Tilt angle (degrees) Forward _____ Back _____ > Lines > For leaks > Perform drift test ú Set hydraulic pressure relief valves ú Check lift/lower levers and verify in good condition			

4. Welds and Fasteners			
C. PROPULSION SYSTEM			
1. Brakes ú Test operation ú Check wheel cylinders ú Check master cylinder ú Check brake lines			
2. Tires ú Check tire pressure for load-rating capacity ú Check for damage, wear and missing hardware			
3. Battery ú Check minimum allowable weight from manufacturer's specifications ú Manufacturer _____ Model _____ Serial No. _____ ú Check battery weight ú Check battery position ú Check battery restraining devices ú Check for leaks			
4. Counterweight ú Check mounting ú Check for unauthorized additions ú Check for missing weights ú Check for cracks			
D. GENERAL SAFETY			
1. Transmission			
2. Tires ú Check driving and steering characteristics ú Check bonding			
3. Steering ú Check steering wheel for physical damage ú Check steer axles and box ú Perform operational check of wheel bearings			
4. Overhead Guard ú Verify that it's secured ú Check for breaks or cracks ú Check for missing pieces ú Check for unauthorized modifications			
5. Propane Equipment ú Verify fuel tank mounting system is secure ú Verify fuel tank position pin is intact ú Check propane relief valves ú Check condition of hose			
6. Other ú Check failsafe components of electrical controls ú Check lights, bells, whistles and other warning devices ú Check engine operation and emissions ú Verify seat is secure ú Verify that proper seat belts are in place ú Check seat and handle switches ú Check for fuel leaks ú Perform carbon monoxide (CO) emission test			