



Forklift Maintenance Checklist

31 Oct 2023 / Macy Fauston

Complete

Score	0 / 1 (0%)	Flagged items	0	Actions	2
Maintenance Date				31 Oct 2023 13:30 PST	
Inspector/Maintenance Personnel				Macy Fauston	
Site Name				AA Warehouse Facility	
Location				Nashville, TN, USA (36.1626638, -86.7816016)	
Asset Information					
Forklift Make and Model				Toyota 8FGCU25	
Forklift Identification Number				FL1256-2023	

Actions

2 actions

Forklift Maintenance / Safety Features

Inspect lights (headlights, taillights, and warning lights) for functionality.

Needs Attention

The warning light attached to the forklift must be replaced since it keeps on flashing and shutting after a few seconds of turning it on.



Photo 1

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 7 Nov 2023 14:34 PST | Created by: SafetyCulture Staff

Replace forklift warning light.

Forklift Maintenance / Tires and Wheels

Inspect tire condition, looking for damage, wear, and proper inflation.

Needs Attention

One front tire is already worn out and needs to be replaced.



Photo 2

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 7 Nov 2023 14:37 PST | Created by: SafetyCulture Staff

Replace worn out tire.

Forklift Maintenance		2 actions
Safety Features		1 action
Check brakes for responsiveness and effectiveness.	Good	
Lubricate brake system components as per manufacturer's recommendations.	Good	
Inspect lights (headlights, taillights, and warning lights) for functionality.	Needs Attention	
The warning light attached to the forklift must be replaced since it keeps on flashing and shutting after a few seconds of turning it on.		
		
Photo 1		
To do Assignee: SafetyCulture Staff Priority: Low Due: 7 Nov 2023 14:34 PST Created by: SafetyCulture Staff		
Replace forklift warning light.		
Verify that the horn and backup alarm are functioning correctly; repair or replace if needed.	Good	
Examine the condition of seat belts and ensure they latch securely.	Good	
Inspect the operator's compartment for any sharp edges or protruding objects; repair as necessary.	Good	
Inspect and replace worn-out or damaged safety labels, reflective tape, or decals.	Good	
Fluid Levels		
Check engine oil level; top up if needed.	Good	
Drain and replace hydraulic fluid as specified by the manufacturer.	Good	
Flush and refill the cooling system with the appropriate coolant type and maintain the correct level.	Good	
Examine brake fluid level and ensure it's at the recommended level.	Good	
Tires and Wheels		1 action

Inspect tire condition, looking for damage, wear, and proper inflation.

Needs Attention

One front tire is already worn out and needs to be replaced.



Photo 2

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 7 Nov 2023 14:37 PST | Created by: SafetyCulture Staff

Replace worn out tire.

Replace any damaged or excessively worn tires.

Needs Attention

Check tire pressure and adjust to manufacturer's specifications.

Good

Verify proper torque of wheel fasteners and check for loose or missing nuts.

Good

Electrical System

Assess the battery for damage, corrosion, and overall health.

Good

Clean and tighten battery terminals, ensuring a secure connection.

Good

Test and replace the battery if it no longer holds a charge or meets manufacturer's criteria.

Good

Test all electrical components, including lights, indicators, and alarms.

Good

Inspect and replace frayed or damaged wiring and connectors.

Good

Maintain and replace light bulbs or LED components as they burn out or dim.

Good

Lubricate electrical connectors to prevent corrosion.

Good

Forks and Attachments

Inspect forks for wear, damage, or warping; replace if needed.

Good

Lubricate fork positioner mechanisms as per manufacturer guidelines.

Good

Ensure attachment mechanisms are secure and undamaged.	Good
Grease moving parts of any attachments, such as clamps or sideshifts.	Good
General Condition and Lubrication	
Inspect the overall condition of the forklift, looking for signs of wear, damage, or corrosion.	Good
Lubricate all moving parts and components as needed for smooth operation.	Good
Check and replace hydraulic seals and gaskets as part of scheduled maintenance.	Good
Operational Test and Calibration	
Perform an operational test, ensuring that the forklift's steering, brakes, and lifting functions operate smoothly.	Good
Calibrate the forklift's lifting capacity indicator or load backrest as required.	Good
Check brakes for smooth and effective stopping.	Good
Verify the performance of any additional functions or attachments.	Good
Verify the correct operation of any electronic or digital components, such as load cells or weight scales.	Good
Documentation and Records	
Maintain a record of all maintenance tasks completed, including replacements and repairs.	
No maintenance/repairs completed as they were endorsed to the assigned personnel.	
- Replace warning light. - Replace worn out tire.	
Note any issues or maintenance needs discovered during the inspection.	
The warning light needs urgent replacement as it keeps on flashing and shutting after a few seconds of turning it on. Also, one of the front tires is worn out. Both these issues were documented with photos for proper endorsement.	

Completion

0 / 1 (0%)

Ensure all corrective/follow-up actions are properly assigned.

☐

Other Notes and Comments

All corrective actions assigned from this inspection must be completed before the week ends as FL1256-2023 will be used on Tuesday next week.

Inspector/Maintenance Personnel Name and Signature



Macy Fauston
31 Oct 2023 14:41 PST

Media summary



Photo 1



Photo 2