

# Engine & Power System

Inspection Item	Action Required	Status
Engine Oil Level	Check via dipstick, clean, reinsert, and verify level	<input type="checkbox"/>
Coolant Level	Inspect reservoir; top up to recommended level	<input type="checkbox"/>
Oil & Coolant Leaks	Inspect under chassis and around engine block	<input type="checkbox"/>
Battery Terminals	Check for corrosion; clean & apply terminal grease	<input type="checkbox"/>
Air Filter	Remove & inspect for dirt/damage; replace if necessary	<input type="checkbox"/>
Fuel Filter	Check for clogging; replace if dirty	<input type="checkbox"/>
Spark Plugs (if applicable)	Inspect for wear; replace if needed	<input type="checkbox"/>
Ignition System	Check coils, wires, distributor for damage	<input type="checkbox"/>
Belts & Hoses	Inspect for cracks, tension & wear	<input type="checkbox"/>
Exhaust System	Check pipes, muffler for rust, holes, leaks	<input type="checkbox"/>
Engine Start-Up	Listen for irregular noise, verify smooth RPM response	<input type="checkbox"/>
Vibration & Noise	Check for abnormal vibrations or engine sounds	<input type="checkbox"/>

# Hydraulics System

Inspection Item	Action Required	Status
Hydraulic Fluid Level	Verify reservoir level via dipstick	<input type="checkbox"/>
Hydraulic Leaks	Inspect hoses, cylinders, and connectors	<input type="checkbox"/>
Lift & Tilt Functions	Test under no-load and light-load conditions	<input type="checkbox"/>
Hose Wear	Look for cracks, bulges, abrasions	<input type="checkbox"/>
Cylinder Operation	Observe for smooth extension & retraction	<input type="checkbox"/>
Pressure Testing	Confirm against manufacturer's pressure spec	<input type="checkbox"/>
Hydraulic Pump	Check for noise, leakage, vibration	<input type="checkbox"/>
Hose & Valve Security	Ensure tight and secure fittings	<input type="checkbox"/>

# Tyres and Wheel Assembly

Inspection Item	Action Required	Status
Tire Pressure	Inflate to spec per manufacturer guidelines	<input type="checkbox"/>
Tread Depth	Measure and verify even wear	<input type="checkbox"/>
Tire Condition	Look for cracks, punctures, or sidewall damage	<input type="checkbox"/>
Valve Stem Integrity	Inspect for leaks and wear	<input type="checkbox"/>
Wheel Alignment	Check for proper alignment and rotation	<input type="checkbox"/>
Mounting Security	Ensure all wheels are tightly secured	<input type="checkbox"/>

# Braking System

Inspection Item	Action Required	Status
Parking Brake	Engage & test holding strength on incline	<input type="checkbox"/>
Foot Brake	Ensure smooth stop with moderate pedal pressure	<input type="checkbox"/>
Emergency Brake	Engage while moving to verify stop	<input type="checkbox"/>
Brake Fluid Level	Inspect reservoir level and refill if needed	<input type="checkbox"/>
Brake Pads & Calipers	Check for wear, cracks, binding	<input type="checkbox"/>
Brake Lines	Inspect for leaks, rust, or cracks	<input type="checkbox"/>
Pedal Responsiveness	Should not feel soft or spongy	<input type="checkbox"/>

# Lights , Horn & Electricals

Inspection Item	Action Required	Status
Headlights	Test beam & alignment	<input type="checkbox"/>
Brake Lights	Ensure light-up during braking	<input type="checkbox"/>
Turn Signals	Verify left/right functionality	<input type="checkbox"/>
Reverse & Flashers	Confirm visual warning performance	<input type="checkbox"/>
Light Lenses	Check for cracks, fogging or damage	<input type="checkbox"/>
Horn Functionality	Ensure audible, consistent tone	<input type="checkbox"/>
Wiring Inspection	Look for frayed or exposed wiring	<input type="checkbox"/>

# Controls & Safety Features

Inspection Item	Action Required	Status
Steering Wheel	Rotate fully; check resistance or noise	<input type="checkbox"/>
Joystick/Lever	Confirm lift, tilt, and auxiliary controls respond	<input type="checkbox"/>
Control Panel	Test switches, buttons, indicator lights	<input type="checkbox"/>
Emergency Stop	Engage and confirm full cut-off	<input type="checkbox"/>
Labeling & Decals	Verify clear, correct labeling of all controls	<input type="checkbox"/>

# Chassis, Fork & Frame

Inspection Item	Action Required	Status
Forks	Check for cracks, bends, lock-pin engagement	<input type="checkbox"/>
Mast & Overhead Guard	Inspect for damage, weld integrity, and movement	<input type="checkbox"/>
Bolts & Fasteners	Torque check for tightness and missing parts	<input type="checkbox"/>
Safety Labels	Ensure presence and legibility of all warnings	<input type="checkbox"/>
Operator Seat	Inspect condition; test seatbelt locking mechanism	<input type="checkbox"/>

# Documentation & Compliance

Inspection Item	Action Required	Status
Operator Manual	Present, clean, correct model edition	<input type="checkbox"/>
Maintenance Records	Logbook updated; review service intervals	<input type="checkbox"/>
Model & Serial Verification	Match unit ID to delivery records	<input type="checkbox"/>
Warranty Papers	Include and verify coverage terms	<input type="checkbox"/>
Modifications	Note and document any equipment alterations	<input type="checkbox"/>
Photo/Video Log	Capture images of condition and operation cycle	<input type="checkbox"/>

# Test Drive & Final Checks

Inspection Item	Action Required	Status
Operational Drive	Test forward/reverse under load	<input type="checkbox"/>
All Functional Tests	Confirm controls, brakes, lift, tilt under motion	<input type="checkbox"/>
Listen for Noise	Identify any clunks, whining, or vibration	<input type="checkbox"/>
Final Review	Recheck all sections above before sign-off	<input type="checkbox"/>
Inspector Sign-Off	Name, date, and remarks section completed	<input type="checkbox"/>

### About the Author

With over 12 years of hands-on experience in forklift engineering and after-sales support, Joseph Lian leads the maintenance operations at Machinex Global. Specializing in diesel and electric forklift systems, Joseph has overseen hundreds of machine audits, pre-delivery inspections, and field diagnostics across the Middle East and Southeast Asia. His technical insights continue to shape Machinex’s approach to reliability, serviceability, and operational excellence.