

# Forklift Functional Check

## (Power Turned On)

**Notes:** When performing any functional check:

1. If the component does NOT work as designed, immediately shut down the machine, remove the key, and notify your supervisor.
2. To start this check, the forklift should be on a level surface, mast in the vertical position, fork tips on the ground, engine stopped, control lever in neutral, and parking brake applied.
3. **Always use** the “Three Points of Contact” when mounting or dismounting a forklift.

Action	Result
<b>Seat Belt and Parking Brake Warning Lights (if equipped)</b>	
Turn the key switch to the “ON” position and unbuckle the seatbelt	Warning light should illuminate and buzzer will sound for approximately 30 seconds.
<ol style="list-style-type: none"> <li>1. Release the parking brake and leave the operator’s seat.</li> <li>2. Return to the operator’s seat, connect the seatbelt, and engage parking brake.</li> </ol>	<ol style="list-style-type: none"> <li>1. The buzzer should sound with the warning light flickering.</li> <li>2. The buzzer and warning light should turn off.</li> </ol>
<b>Instrument Panel Warning Lights</b>	
Turn the key to the “ON” position.	The warning lights should illuminate.
<b>Engine Start</b>	
Open the fuel supply for the propane cylinder by turning the valve counter clockwise ¼ to ½ turn. Turn the key to the “START” position and release.	<p>The engine should start.</p> <p><b>Note:</b> If the engine does not start, do not press the accelerator. Turn the key to the “OFF” position and then back to the “START” position. Do not leave the key in the “ON” position when the engine is not running. This may damage the starter and battery. Do not crank the engine for more than 10 seconds. This may cause the battery to run down.</p>
<b>Horn</b>	
Press the horn button usually located in the center of the steering wheel.	The horn should sound
<b>Operating Lights and Turn Signal (if available)</b>	
<ol style="list-style-type: none"> <li>1. Locate the switch for the lights and rotate the end of the switch upward.</li> <li>2. Rotate the switch downward.</li> <li>3. Push the switch up and then down.</li> </ol>	<ol style="list-style-type: none"> <li>1. The front lights should illuminate.</li> <li>2. The front lights should turn off.</li> <li>3. The turn signal for each side should blink.</li> </ol>
<b>Stop Lights</b>	
Locate and press down the brake pedal.	<p>The brake lights should turn on.</p> <p><b>Note:</b> You will need a second person to complete inspection of this step. Both brake lights should be working.</p>

Back-up Buzzer	
Place the transmission select lever in the "REVERSE" position while depressing the brake pedal.	The back-up warning signal should sound.
Mast Raise and Lower	
<ol style="list-style-type: none"> <li>1. Select the control lever used to raise and lower the mast. Push the lever up until the mast stops moving and release the lever.</li> <li>2. Move the control lever down until the mast stops moving.</li> </ol>	<ol style="list-style-type: none"> <li>1. The mast should move smoothly to the fully raised position.</li> <li>2. The mast should move smoothly to the fully lowered position.</li> </ol> <p><b>Note:</b> If the mast does not raise or lower in a smooth motion, stop using the forklift and immediately notify your supervisor.</p>
Mast Tilt Extended and Retracted	
<ol style="list-style-type: none"> <li>1. Select the proper tilt control lever and push the lever up until the mast stops moving and release.</li> <li>2. Push the control lever down until the mast stops moving and release.</li> </ol>	<ol style="list-style-type: none"> <li>1. The mast should move smoothly to the full forward tilted position.</li> <li>2. The mast should move smoothly to the full retracted tilted position.</li> </ol> <p><b>Note:</b> If the mast does not tilt forward or back in a smooth motion, stop using the forklift and immediately notify your supervisor.</p>
Fork Position and Lock	
<ol style="list-style-type: none"> <li>1. Turn off the engine and engage the parking brake. Locate the locking pin for the right fork and disengage the pin.</li> <li>2. Move the right fork to the necessary slot and re-engage the pin.</li> <li>3. Repeat the procedure for the left fork.</li> <li>4. Return the forks to the original position when complete.</li> </ol>	The locking pin should fully release and re-engage. The forks should slide smoothly back and forth from their original position.
Driving Forward	
<ol style="list-style-type: none"> <li>1. With the engine on, place the transmission select lever in the "DRIVE" position, depress the brake pedal, and release the parking brake.</li> <li>2. Slowly release the brake pedal and drive forward a short distance and stop.</li> </ol> <p><b>Note:</b> Look over both shoulders and around the forklift for pedestrians, vehicles and objects before moving.</p>	<p>The forklift will move forward and brake smoothly.</p> <p><b>Note:</b> If the forklift does not travel forward in a smooth motion, stop using the forklift and immediately notify your supervisor.</p>
Steering and Driving in Reverse	
<ol style="list-style-type: none"> <li>1. With the engine on, place the transmission select lever in the "REVERSE" position. Depress the brake pedal and without touching the gas pedal, turn the steering wheel all the way right and then left.</li> <li>2. Slowly release the gas pedal and drive the forklift in reverse a short distance and stop.</li> </ol> <p><b>Note:</b> Look over both shoulders and around the forklift for pedestrians, vehicles and objects before moving.</p>	<ol style="list-style-type: none"> <li>1. The steer wheels should turn smoothly to right and left.</li> <li>2. The forklift should travel in reverse and break smoothly.</li> </ol> <p><b>Note:</b> If the forklift does not turn or travel backward in a smooth motion, stop using the forklift and immediately notify your supervisor.</p>