Powered Industrial Truck Pre-Use Checklist

NAME OF OPERATOR: _____DATE: _____

DEPARTMENT: _____HOUR METER READING: _____

FORK TRUCK MAKE & MODEL: _____

Once per shift, prior to using a powered industrial truck, the operator shall perform a visual inspection of the Fork Truck using this checklist. If any item on the Fork Truck is found to be deficient, the Fork Truck is to be immediately placed out of service. The Fork Truck shall not be used until properly repaired.

YES	NO	N/A	Visual Inspection, Prior to Start-Up
☐	☐	☐	Are the fluid levels filled within acceptable range?
☐	☐	☐	Is the battery adequately charged, and secured in place?
☐	☐	☐	Are the battery cable wires, completely enclosed? (No exposed wires)
☐	☐	☐	Are the battery plug connections secure and in good condition?
☐	☐	☐	Are the battery vent caps free to vent? (They should not be clogged)
☐	☐	☐	Are all bolts, nuts, guards, chains, and hydraulic hose reels undamaged and secured in place?
☐	☐		Are the tires in good condition?
☐	☐	☐	Are the tires inflated to the proper air pressure?
☐	☐		Are the lifting forks in good condition? (Not bent, cracked, or holes)
☐	☐	☐	Are the fork's positioning latches in good condition?
☐	☐	☐	Are the sprocket teeth broken, chipped, or worn?
☐	☐	☐	Are the chain anchor pins bent, chipped, or worn?
☐	☐	☐	Is the Fork Truck free of engine leaks? (No damp spots or drips)
☐	☐	☐	Are the hoses loose, crimped, worn, or rubbing?
☐	☐		Is the lift equipped with a seat belt?
☐	☐	☐	Is the seat belt functioning properly and in good condition?
☐	☐		Is the overhead guard present and in good condition?
☐	☐		Is the data plate present and legible?

YES	NO	N/A	Operational Pre-Use Inspection
☐	☐		Is the horn functioning properly?
☐	☐	☐	Does the backup alarm function properly?
☐	☐		Are all dash control panel lights and gauges operational?
☐	☐		Are all lights operational?
☐	☐		Does the parking brake prevent the Fork Truck from moving while applying minimal pressure on the acceleration pedal?
☐	☐		Does the lift mechanism run smoothly (check by completely raising and lowering forks under a no load condition).
☐	☐		Does the tilt mechanism operate smoothly?
☐	☐		Do hydraulic controls return to neutral when released?
☐	☐		Once the lift is in operation, are the hydraulic cylinders and hoses free of leaks?
☐	☐		Does the steering move smoothly?
☐	☐		Does the steering mechanism have less than 1"-2" of free play?
☐	☐	☐	Does the clutch and gearshift assemblies function smoothly, without any jumping or jerking?
☐	☐		When compressed, does the floor brake slow the lift smoothly and hold it in place?
☐	☐	☐	Does the "dead man seat brake" prevent the Fork Truck from moving when the operator rises from the seat?
☐	☐		Is the lift free of unusual sounds?
Other:			

Operator's Signature:_____ Date: _____