

CHECKLIST | DAILY OPERATING INSPECTION FOR POWERED INDUSTRIAL TRUCKS

Presented by National American Insurance Company

Daily pre-shift inspection of powered industrial trucks is required by OSHA standards. Two checklists are included below – one for each type of industrial truck – electric (battery) and internal combustion (gas, LPG/diesel) powered.

ELECTRIC INDUSTRIAL TRUCK (BATTERY)

Record of Fluid Added

Date:	Operator:	Battery Water:
Truck #:	Model #:	Hydraulic Oil:
Department:	Serial #:	Shift:
Hour Meter Reading:	Hoist Hour Meter Reading:	

SAFETY AND OPERATIONAL CHECKS (PRIOR TO EACH SHIFT)

Have a qualified mechanic correct all problems.

MOTOR OFF CHECKS	OK	MAINTENANCE NEEDED
Leaks (hydraulic oil, battery)	<input type="checkbox"/>	<input type="checkbox"/>
Tires (condition and pressure)	<input type="checkbox"/>	<input type="checkbox"/>
Forks, top clip retaining pin and heel (condition)	<input type="checkbox"/>	<input type="checkbox"/>
Load backrest extension attached	<input type="checkbox"/>	<input type="checkbox"/>
Hydraulic hoses, mast chains, cables and stops (check visually)	<input type="checkbox"/>	<input type="checkbox"/>
Finger guards attached	<input type="checkbox"/>	<input type="checkbox"/>
Overhead guard attached	<input type="checkbox"/>	<input type="checkbox"/>
Safety warnings attached (refer to parts manual for location)	<input type="checkbox"/>	<input type="checkbox"/>
Battery water/electrolyte level and charge	<input type="checkbox"/>	<input type="checkbox"/>
Hydraulic fluid level (dipstick)	<input type="checkbox"/>	<input type="checkbox"/>
Transmission fluid level (dipstick)	<input type="checkbox"/>	<input type="checkbox"/>
Operator's manual in container	<input type="checkbox"/>	<input type="checkbox"/>
Capacity plate attached (information matches model, serial number and attachments)	<input type="checkbox"/>	<input type="checkbox"/>
Battery restraint system (adjust and fasten)	<input type="checkbox"/>	<input type="checkbox"/>
Seat belt functioning for sit-down truck	<input type="checkbox"/>	<input type="checkbox"/>

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Fall protection and restraining means functioning for man-up truck		
Brake fluid (check level)	<input type="checkbox"/>	<input type="checkbox"/>

MOTOR ON CHECKS (UNUSUAL NOISES MUST BE INVESTIGATED IMMEDIATELY)	OK	MAINTENANCE NEEDED
Accelerator linkage functioning smoothly	<input type="checkbox"/>	<input type="checkbox"/>
Parking brake functioning smoothly	<input type="checkbox"/>	<input type="checkbox"/>
Service brake functioning smoothly	<input type="checkbox"/>	<input type="checkbox"/>
Steering operation functioning smoothly	<input type="checkbox"/>	<input type="checkbox"/>
Drive control (forward/reverse) functioning smoothly	<input type="checkbox"/>	<input type="checkbox"/>
Tilt control (forward and back) functioning smoothly	<input type="checkbox"/>	<input type="checkbox"/>
Hoist and lowering control functioning smoothly	<input type="checkbox"/>	<input type="checkbox"/>
Attachment control (operation)	<input type="checkbox"/>	<input type="checkbox"/>
Horn functioning	<input type="checkbox"/>	<input type="checkbox"/>
Lights and alarms (where present) functioning	<input type="checkbox"/>	<input type="checkbox"/>
Hour meter functioning	<input type="checkbox"/>	<input type="checkbox"/>
Battery discharge indicator functioning	<input type="checkbox"/>	<input type="checkbox"/>
Instrument monitors functioning	<input type="checkbox"/>	<input type="checkbox"/>

*ALL OPERATORS MUST BE TRAINED AND EVALUATED ON THE TYPES OF INDUSTRIAL TRUCKS AND ATTACHMENTS THEY WILL BE OPERATING.

NOTES:

For further assistance in conducting daily checklists for powered industrial trucks or variations thereof, contact your supervisor.

INTERNAL COMBUSTION ENGINE (GAS/LPG/DIESEL)**Record of Fluid Added**

Date:	Operator:	Battery Water:
Truck #:	Model #:	Hydraulic Oil:
Department:	Serial #:	Shift:
Hour Meter Reading:	Hoist Hour Meter Reading:	

SAFETY AND OPERATIONAL CHECKS (PRIOR TO EACH SHIFT)

Have a qualified mechanic correct all problems.

ENGINE OFF CHECKS	OK	MAINTENANCE NEEDED
Leaks (fuel, hydraulic oil, engine oil or radiator coolant)	<input type="checkbox"/>	<input type="checkbox"/>
Tires (condition and pressure)	<input type="checkbox"/>	<input type="checkbox"/>
Forks, top clip retaining pin and heel (check condition)	<input type="checkbox"/>	<input type="checkbox"/>
Load backrest securely attached	<input type="checkbox"/>	<input type="checkbox"/>
Hydraulic hoses, mast chains, cables and stops (check visually)	<input type="checkbox"/>	<input type="checkbox"/>
Overhead guard attached	<input type="checkbox"/>	<input type="checkbox"/>
Finger guards attached	<input type="checkbox"/>	<input type="checkbox"/>
Propane tank for LPG truck (rust, corrosion and damage)	<input type="checkbox"/>	<input type="checkbox"/>
Safety warnings attached (refer to parts manual for location)	<input type="checkbox"/>	<input type="checkbox"/>
Battery (Check water/electrolyte level and charge)	<input type="checkbox"/>	<input type="checkbox"/>
All engine belts (check visually)	<input type="checkbox"/>	<input type="checkbox"/>
Hydraulic fluid level (check level)	<input type="checkbox"/>	<input type="checkbox"/>
Engine oil level (dipstick)	<input type="checkbox"/>	<input type="checkbox"/>
Transmission fluid level (dipstick)	<input type="checkbox"/>	<input type="checkbox"/>
Engine air cleaner (squeeze rubber dirt trap or check)	<input type="checkbox"/>	<input type="checkbox"/>
Restriction alarm (if equipped)	<input type="checkbox"/>	<input type="checkbox"/>
Fuel sedimenter for diesel trucks	<input type="checkbox"/>	<input type="checkbox"/>
Radiator coolant (check level)	<input type="checkbox"/>	<input type="checkbox"/>
Operator's manual in container	<input type="checkbox"/>	<input type="checkbox"/>

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Nameplate attached (information matches model, serial number and attachments)	<input type="checkbox"/>	<input type="checkbox"/>
Seat belt functioning smoothly	<input type="checkbox"/>	<input type="checkbox"/>
Hood latch adjusted and securely fastened	<input type="checkbox"/>	<input type="checkbox"/>
Brake fluid (check level)	<input type="checkbox"/>	<input type="checkbox"/>

ENGINE ON CHECKS (UNUSUAL NOISES MUST BE INVESTIGATED IMMEDIATELY)	OK	MAINTENANCE NEEDED
Accelerator or direction control pedal functioning smoothly	<input type="checkbox"/>	<input type="checkbox"/>
Service brake functioning smoothly	<input type="checkbox"/>	<input type="checkbox"/>
Parking brake functioning smoothly	<input type="checkbox"/>	<input type="checkbox"/>
Steering operation functioning smoothly	<input type="checkbox"/>	<input type="checkbox"/>
Drive control (forward/reverse) functioning smoothly	<input type="checkbox"/>	<input type="checkbox"/>
Tilt control (forward and back) functioning smoothly	<input type="checkbox"/>	<input type="checkbox"/>
Hoist and lowering control functioning smoothly	<input type="checkbox"/>	<input type="checkbox"/>
Attachment control (operation)	<input type="checkbox"/>	<input type="checkbox"/>
Horn and lights functioning	<input type="checkbox"/>	<input type="checkbox"/>
Cab (if equipped) heater, defroster and wipers functioning	<input type="checkbox"/>	<input type="checkbox"/>
All gauges (ammeter, engine oil pressure, hour meter, fuel level, temperature and instrument monitors) functioning	<input type="checkbox"/>	<input type="checkbox"/>

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