

Powered Industrial Truck Pre-Use Checklist

Name of Operator	Date
Department	Hour Meter Reading
Fork Truck Make and 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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the fluid levels filled within acceptable range?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the battery adequately charged, and secured in place?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the battery cable wires, completely enclosed? (No exposed wires)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the battery plug connections secure and in good condition?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the battery vent caps free to vent? (They should not be clogged)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all bolts, nuts, guards, chains, and hydraulic hose reels undamaged and secured in place?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the tires in good condition?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the tires inflated to the proper air pressure?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the lifting forks in good condition? (Not bent, cracked, or holes)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the fork's positioning latches in good condition?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the sprocket teeth broken, chipped, or worn?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the chain anchor pins bent, chipped, or worn?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the Fork Truck free of engine leaks? (No damp spots or drips)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the hoses loose, crimped, worn, or rubbing?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the lift equipped with a seat belt?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the seat belt functioning properly and in good condition?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the overhead guard present and in good condition?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the data plate present and legible?

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

Other:

Operator Signature:	Date:
---------------------	-------