

## Forklift (Powered Industrial Truck) Self Audit Checklist

The following checklist is designed to determine if policy is being followed as well as verifying that all safety protocols are being met. OSHA Standard 1910.178

Department/Facility/Farm:			
Building:	Room(s):		
<b>Initial Training and Supervision</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are there forklifts onsite?			
Are the employees in this department/facility trained as per UMaine's Training Form (# MF10087) requirements?			
<b>Equipment Inspections and Maintenance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are employees inspecting equipment prior to each use?			
Is the operator Visual & Operational Pre-Use Inspection Checklist performed prior to each shift? (Form # MF10085.)			
Are these records maintained for at least 6 months?			
Is the equipment part of a scheduled inspection and maintenance program that meets the manufacturers' recommendations?			
Was the last service/maintenance inspection documented and completed no longer than 12 months ago?			
Are there an adequate number of mirrors for truck traffic?			
Are seat belts used & unaltered?			
Are the equipment's instructions, warnings & labels understood by operators?			
If servicing is conducted in-house, are there equipment-specific LOTO procedures?			
Have all potential energy sources been identified for LOTO?			
How many energy sources are there for this forklift? Please enter in comments section below.			
If modifications have been made to the equipment, are they in accordance with current ANSI B56.1 and manufacturer's standards?			
Lift placards: do they list the make & model; rated capacity; number of occupants; maximum platform heights and pressure of hydraulic system?			
Are these placards/control markings/warnings readable & posted in conspicuous areas?			
Comments: include make/model & serial number of any Powered industrial trucks			
<hr style="width: 100%;"/> <i>Signature</i>		<hr style="width: 100%;"/> <i>Date</i>	