

Appendix C Forklift Operator's Daily Checklist

Inspection Performed by: _____ Week beginning _____ 20__

Note: This check must be made by the truck operator daily at the start of the shift. Check (✓) OK or □ Needs repair or adjustments (give details in comments section below). Retain this form for one year.

	Inspection Sequence	MON		TUES		WED		THURS		FRI		SAT		SUN	
		OK	Repair	OK	Repair	OK	Repair	OK	Repair	OK	Repair	OK	Repair	OK	Repair
VISUAL CHECKS	DAMAGE - Bent, dented or broken parts														
	LEAKS - Fuel, oil, radiator, hydraulics														
	TIRES & WHEELS - Drive wheels, steer wheels, load wheels, casters, etc.														
	FORKS - Secure, not bent, cracked or badly worn														
	CHAINS, CABLES & HOSES - In place														
	BATTERY - Battery cable and connector condition. Cable routing (not outside of truck). Battery retainer securely in place.														
	GUARDS - All guards in place and condition. Overhead, load backrest, etc. Gates and side rails (SP & Turret Models)														
	MECHANICAL SAFETY DEVICES - Operator harness or seat belt, fire extinguisher, name/data plate, warning labels, etc. in good condition.														
	OPERATOR COMPARTMENT/CONTROLS - All controls, steer tiller, pedals, etc. in good condition. Seat locks in position.														
	OPERATIONAL CHECKS	POWER UP - Turn on key. All indicator lights and alarms are working.													
POWER DISCONNECT - Cuts off all electrical power.															
ELECTRICAL SAFETY DEVICES - Horn, audible signals, entry bar, flashing lights, indicator lights, etc. work properly															
STEERING - No binding, no excessive play															
BRAKES & TRAVEL CONTROLS - Check braking & plugging distances while traveling slowly at first. If ok, then check at higher speeds. Acceleration smooth, not jerky.															
PARKING BRAKE - Seat, hand or foot															
HYDRAULIC CONTROLS - Test all hydraulic functions for smooth and proper operation and no unusual noise.															
ATTACHMENTS - Function properly, no unusual noise, securely in place especially removable attachments.															
LIMIT SWITCHES - Travel limit, lift limit, tilt limit, safety reverse (walkies), etc.)															
BATTERY CHARGE - Discharge meter in full green or 75% charge after raising forks.															
WIRE GUIDANCE (SP and Turret Option) - Acquisition, tracking. Brakes set, alarm works, test by slowly driving off end aisle wire.															
END AISLE CONTROL (SP and Turret Option) - Alarm beeps and truck slows down or stops as programmed at aisle end.															

Comments: (Items needing repair or adjustment) _____

Caution - If the truck is found to be in need of repair or in any way unsafe, or contributes to an unsafe condition, the matter shall be reported immediately to the designated authority, and the truck shall not be operated until it has been restored to a safe operating condition. If during operation, the truck becomes unsafe in any way, the matter shall be reported immediately to the designated authority, and the truck shall not be operated until it has been restored to safe operating condition. Do not make repairs or adjustments unless specifically authorized to do so.

Fork Lift Preventive Maintenance Checklist

UNDERHOOD

- Mtr. oil, pwr. steering
- Coolant level, hoses
- Fuel line leaks
- Belt tensions
- Fuel level
- Batteries

INTERIOR

- Brakes
- Clutch
- Steering
- Horn & safety devices
- Mirrors
- Meters, gauges & control

EXTERIOR

- Stop lights
- Head, tail, direction lights
- Clear, spot, warning lights
- Tires, wheels, lug bolts
- Hydraulic reservoirs
- Hydraulic lines
- Steering mechanism
- Drive line, univ. joints
- ROPS
- Forks
- Propane tank
- Coupling devices

GENERAL

- Exhaust System
- Engine
- Fire Extinguisher
- Slow Moving Triangle
- First Aid Kit

Comments:

Note: The items above should be inspected during a typical preventive maintenance check. Additional checklist items may be required depending on equipment or circumstances.