

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

**Comments:** (Items needing repair or adjustment) \_\_\_\_\_

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**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.