



Operators Daily Checklist - Electrical Industrial Truck

Week Of:	Shift #:	Truck #:	Serial #:	Drive Hour Meter:	Hoist Hour Meter:		
A safety and operational check must be performed on each vehicle prior to each shift. Each shift will maintain their own inspection log. If a problem is identified, the vehicle must be removed from service immediately. The vehicle will not be used until fixed and cleared by a qualified mechanic.							
<u>Inspection Item</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thurs</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>
Motor Off Checks	Enter initials if item passes. For failures, circle initials and describe in comments.						
Leaks - Hydraulic oil, battery system							
Tires - Condition & pressure							
Forks, top clip retaining pin & heel condition							
Load backrest is attached							
Finger guards are attached							
Overhead guards are attached							
Safety warnings and labels are legible							
Battery - Water / Electrolyte level and charge							
Hydraulic fluid level							
Transmission fluid level							
Operators manual in container							
Capacity plates are attached and match attachments							
Battery restraint system adjusted and fastened							
Seatbelts are functioning							
Brake fluid level							
Motor On Checks	Enter initials if item passes. For failures, circle initials and describe in comments.						
Accelerator linkage functioning smoothly							
Parking brake functioning smoothly							
Service brake functioning smoothly							
Steering system functioning smoothly							
Drive control - forward/reverse functioning smoothly							
Tilt control/hoist & lowering control functioning smoothly							
Attachment control functioning smoothly							
Horn, lights and alarms functioning							
Instruments and meters functioning							
<u>Comments:</u>							