



Daily pre-shift inspection is an OSHA requirement. We recommend that you document that these inspections have been made.

Electric Truck Operator's Daily Checklist

Truck Model _____ Week Beginning _____ 20____
 Truck S/N _____ Truck No. _____

SAFETY AND OPERATIONAL CHECKS (Check all applicable items prior to the start of each shift)

Have a **qualified** technician correct all problems. Some items listed may not apply to all models. Check all items applicable to model noted above. See Manufacturer's Periodic Maintenance Manual and Operating Manual for additional information on daily checks.

Place a (X) in the appropriate box OK Needs Maintenance (repair or adjustment)

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
KEY OFF Procedures								
HOUR METER READING-DRIVE								
HOUR METER READING-HOIST								
LEAKS Hydraulic Oil, Battery		OK	OK	OK	OK	OK	OK	OK
TIRES & WHEELS Condition and Pressure: free of excessive wear or damage		OK	OK	OK	OK	OK	OK	OK
FORKS & MAST Condition: secure, not bent, cracked, or worn		OK	OK	OK	OK	OK	OK	OK
LOAD BACKREST EXTENSION Attached: not bent, cracked or loose		OK	OK	OK	OK	OK	OK	OK
HOSES, CHAINS AND STOPS In place-Check visually		OK	OK	OK	OK	OK	OK	OK
GUARDS - Overhead, Finger, etc. Attached: not bent, cracked, or loose.		OK	OK	OK	OK	OK	OK	OK
BATTERY Water/Electrolyte Level: Charge Level: Connections tight		OK	OK	OK	OK	OK	OK	OK
BATTERY RESTRAINT SYSTEM Adjust and Fasten		OK	OK	OK	OK	OK	OK	OK
FLUID LEVELS Hydraulic, Transmission, and Brake fluid		OK	OK	OK	OK	OK	OK	OK
OPERATOR COMPARTMENT/CONTROLS All controls, steer tiller, pedals, etc. in good condition		OK	OK	OK	OK	OK	OK	OK
COVERS All covers in place and secure		OK	OK	OK	OK	OK	OK	OK
SAFETY LABELS Attached and readable (Refer to Parts Manual For Location)		OK	OK	OK	OK	OK	OK	OK
OPERATOR'S MANUAL Present and readable		OK	OK	OK	OK	OK	OK	OK
CAPACITY PLATE Attached - Information matches model, SN & attachments		OK	OK	OK	OK	OK	OK	OK
OPERATOR RESTRAINT Seat Belt, Buckle and Retractors - Functioning Smoothly		OK	OK	OK	OK	OK	OK	OK
POWER UP (Turn Truck On) Unusual Noises Must Be Investigated Immediately		OK	OK	OK	OK	OK	OK	OK
BRAKES AND TRAVEL CONTROLS Check braking and plugging distances		OK	OK	OK	OK	OK	OK	OK
PARKING BRAKE Functioning Smoothly		OK	OK	OK	OK	OK	OK	OK
SERVICE BRAKE Functioning Smoothly		OK	OK	OK	OK	OK	OK	OK
STEERING OPERATION Functioning smoothly: no binding, no excessive play		OK	OK	OK	OK	OK	OK	OK
DRIVE CONTROL Fwd/Rev - Functioning smoothly		OK	OK	OK	OK	OK	OK	OK
TILT CONTROL Fwd & Back - Functioning smoothly without excessive drift		OK	OK	OK	OK	OK	OK	OK
LIFT AND LOWERING CONTROL Functioning smoothly without excessive drift		OK	OK	OK	OK	OK	OK	OK
ATTACHMENTS Operation, function properly: no unusual noise: secure		OK	OK	OK	OK	OK	OK	OK
HORN Functioning properly		OK	OK	OK	OK	OK	OK	OK
LIGHTS (head, tail, signal and warning lights) Functioning properly and aimed correctly		OK	OK	OK	OK	OK	OK	OK
ALARMS (Backup Alarm if equipped) Functioning properly		OK	OK	OK	OK	OK	OK	OK
GAUGES Hour Meter - Functioning properly		OK	OK	OK	OK	OK	OK	OK
BATTERY DISCHARGE INDICATOR Functioning properly		OK	OK	OK	OK	OK	OK	OK
INSTRUMENT MONITORS AND GAUGES Functioning properly		OK	OK	OK	OK	OK	OK	OK
OPERATOR INITIALS								
SUPERVISOR SIGNOFF								

Explanation of issues marked above _____

DO NOT operate a lift truck that needs repairs. Report the need for repairs to your supervisor immediately. If repair is necessary, put a DO NOT OPERATE tag on the truck. Remove the key from the key switch.

Daily, pre-shift inspection of powered industrial trucks is required by OSHA standards. [29 CFR 1910.178(q)(7)]
 Any forklift not in safe operating condition must be removed from service. Any problems should be recorded on the appropriate documents and reported to a supervisor. All repairs must be made by authorized maintenance personnel.

ALL OPERATORS MUST BE TRAINED TO OPERATE ALL TYPE OF INDUSTRIAL TRUCKS THEY WILL BE OPERATING.



Daily pre-shift inspection is an OSHA requirement. We recommend that you document that these inspections have been made.

*Electric Truck
Operator's
Daily Checklist*

Date _____ 20____

Truck Model _____ Operator _____

Truck S/N _____ Shift _____

HM Reading Drive _____ Hoist _____ Department _____

Truck No. _____

SAFETY AND OPERATIONAL CHECKS (Check all applicable items prior to the start of each shift)

Have a **qualified** technician correct all problems. Some items listed may not apply to all models. Check all items applicable to model noted above. See Manufacturer's Periodic Maintenance Manual and Operating Manual for additional information on daily checks.

Place a (X) in the appropriate box **PASS** OK Needs Maintenance (repair or adjustment)

	PASS (X)	NEED MAINTENANCE	
KEY OFF Procedures	LEAKS Hydraulic Oil, Battery	PASS	
	TIRES & WHEELS Condition and Pressure; free of excessive wear or damage	PASS	
	FORKS & MAST Condition; secure, not bent, cracked, or worn	PASS	
	LOAD BACKREST EXTENSION Attached; not bent, cracked or loose	PASS	
	HOSES, CHAINS AND STOPS In place-Check visually	PASS	
	GUARDS - Overhead, Finger, etc. Attached; not bent, cracked, or loose.	PASS	
	BATTERY Water/Electrolyte Level; Charge Level; Connections tight	PASS	
	BATTERY RESTRAINT SYSTEM Adjust and Fasten	PASS	
	FLUID LEVELS Hydraulic, Transmission, and Brake fluid	PASS	
	OPERATOR COMPARTMENT/CONTROLS All controls, steer tiller, pedals, etc. in good condition	PASS	
	COVERS All covers in place and secure	PASS	
	SAFETY LABELS Attached and readable (Refer to Parts Manual For Location)	PASS	
	OPERATOR'S MANUAL Present and readable	PASS	
	CAPACITY PLATE Attached - Information matches model, SN & attachments	PASS	
	OPERATOR RESTRAINT Seat Belt, Buckle and Retractors - Functioning Smoothly	PASS	
KEY ON Procedures	POWER UP (Turn Truck On) Unusual Noises Must Be Investigated Immediately	PASS	
	BRAKES AND TRAVEL CONTROLS Check braking and plugging distances	PASS	
	PARKING BRAKE Functioning Smoothly	PASS	
	SERVICE BRAKE Functioning Smoothly	PASS	
	STEERING OPERATION Functioning smoothly; no binding, no excessive play	PASS	
	DRIVE CONTROL Fwd/Rev - Functioning smoothly	PASS	
	TILT CONTROL Fwd & Back - Functioning smoothly without excessive drift	PASS	
	LIFT AND LOWERING CONTROL Functioning smoothly without excessive drift	PASS	
	ATTACHMENTS Operation, function properly; no unusual noise; secure	PASS	
	HORN Functioning properly	PASS	
	LIGHTS (head, tail, signal and warning lights) Functioning properly and aimed correctly	PASS	
	ALARMS (Backup Alarm if equipped) Functioning properly	PASS	
	GAUGES Hour Meter - Functioning properly	PASS	
	BATTERY DISCHARGE INDICATOR Functioning properly	PASS	
	INSTRUMENT MONITORS AND GAUGES Functioning properly	PASS	
SUPERVISOR SIGNOFF			

DO NOT operate a lift truck that needs repairs. Report the need for repairs to your supervisor immediately. If repair is necessary, put a **DO NOT OPERATE** tag on the truck. Remove the key from the key switch.

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IC Truck
Operator's
Daily Checklist

Date _____ 20____

Truck Model _____	Operator _____	Record of Fluid Added
Truck No. _____	Model Number _____	Fuel _____
Department _____	Serial No. _____	Engine Oil _____
Shift _____	HM Reading _____	Radiator Coolant _____
		Hydraulic Oil _____

SAFETY AND OPERATIONAL CHECKS (Check all applicable items prior to the start of each shift)

Have a qualified technician correct all problems. Some items listed may not apply to all models. Check all items applicable to model noted above. See Manufacturer's Periodic Maintenance Manual and Operating Manual for additional information on daily checks.

Place a (X) in the appropriate box PASS OK Needs Maintenance (repair or adjustment)

	PASS (X)	NEED MAINTENANCE
FUEL ODOR PRESENT?	DO NOT START TRUCK; Report to your Supervisor immediately.	
LEAKS Fuel, Hydraulic Oil, Engine Oil, or Radiator Coolant	PASS	
TIRES & WHEELS Condition and Pressure: free of excessive wear or damage	PASS	
ENGINE COMPARTMENT Check for and remove any combustible materials	PASS	
FLUID LEVELS Hydraulic, Transmission, and Engine Oil	PASS	
RADIATOR COOLANT LEVEL (Recovery Bottle)	PASS	
ALL ENGINE BELTS Functioning smoothly	PASS	
ENGINE AIR CLEANER Check Restriction Alarm, if equipped	PASS	
FUEL SEDIMENTOR (Diesel)	PASS	
GUARDS - Overhead, Finger, etc. Attached: not bent, cracked, or loose	PASS	
MAST, CARRIAGE, ATTACHMENTS Condition: secure, not bent, cracked, or worn	PASS	
HYDRAULIC HOSES, CHAINS AND STOPS In place-Check visually	PASS	
FORKS Condition: secure, not bent, cracked, or worn	PASS	
LOAD BACKREST EXTENSION Attached: not bent, cracked or loose	PASS	
PROPANE TANK (LP Gas trucks) Relief Valve, Fuel Level, Free from rust, corrosion, damage	PASS	
SAFETY LABELS Attached and readable (Refer to Parts Manual For Location)	PASS	
OPERATOR'S MANUAL Present and readable	PASS	
CAPACITY PLATE Attached - Information matches model, SN & attachments	PASS	
HOOD LATCH and COVERS Adjust and fasten: All covers in place and secure	PASS	
OPERATOR RESTRAINT Seat Belt, Buckle and Retractors - Functioning Smoothly	PASS	
BRAKE FLUID Check level	PASS	
POWER UP (Turn Truck On) Unusual Noises Must Be Investigated Immediately	PASS	
CONTROL LEVERS & PEDALS, ACCELERATOR LINKAGE Functioning smoothly	PASS	
PARKING BRAKE Functioning Smoothly	PASS	
SERVICE BRAKE Functioning Smoothly	PASS	
STEERING OPERATION Functioning smoothly: no binding, no excessive play	PASS	
DRIVE CONTROL Forward/Reverse - Functioning smoothly	PASS	
TILT CONTROL Fwd & Back - Functioning smoothly without excessive drift	PASS	
LIFT AND LOWERING CONTROL Functioning smoothly without excessive drift	PASS	
ATTACHMENTS Operation, function properly; no unusual noise; secure	PASS	
HORN Functioning properly	PASS	
LIGHTS (head, tail, signal and warning lights) Functioning properly and aimed correctly	PASS	
CAB, If Equipped Heater, Defroster, Wiper - Functioning	PASS	
ALARMS (Backup Alarm if equipped) Functioning properly	PASS	
AMMETER Functioning properly	PASS	
HOOR METER Functioning properly	PASS	
GAUGES Engine Oil Pressure, Fuel Level, Temperature	PASS	
SUPERVISOR SIGNOFF		

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Reference from Maintenance Manuals:

ELECTRIC

How to Make Checks With the Key or Keyless Switch OFF

Make the following **8-hour or daily** checks with the key or keyless switch in the **OFF** position:

- Safety information is present and in good condition.
- Battery meets specification, is fully charged and properly installed.
- Frame and overhead guard are structurally sound and in good condition.
- Lights, static strap, covers and mats are properly installed and in good condition.
- Condition of the wheels and tires and attaching hardware.
- Condition of the mast, carriage, and lift chains.
- Condition of the forks and locking pins.
- Check for leaks from the hydraulic system, steering system, and transaxles.
- Check hydraulic/steering oil level in tank.

How to Make Checks With the Key or Keyless Switch ON

Make the following **8 hour checks** with the key or keyless switch in the **ON** position.

- Electrical System powers up and connected properly.
- Operator panel display and switches function properly.
- Steering controls adjust and function properly.
- Multi-function control handle moves smoothly and functions operate properly.
- Braking system functions properly.
- Hydraulic system proper flow and functions
- Smooth operation of the mast and carriage functions.
- Smooth operation of the transaxle assemblies.

KEY SWITCH OFF

Tires and wheels

Forks

Inspection of Mast, mast pivots, header hoses and lift chains

Safety lables

Steering colum latch/adjustments

Operator Restraint System

Hood Latch and release

Battery Restraint System

Battery

Hydraulic system

KEY SWITCH ON

Horn, lights, and alarm

Steering System

Service Brakes

Parking Brake

Seat Brake

Hydraulic control levels and pedals

Direction and speed control pedals

Lift system operation

Oil Leaks

IC TRUCKS

Checks with Engine STOPPED

TIRES AND WHEELS

SAFETY LABELS

MAST, CARRIAGE, LIFT CHAINS, HEADER HOSES, ATTACHMENTS

OPERATOR RESTRAINT SYSTEM

HOOD AND SEAT LATCHES

ENGINE COMPARTMENT

PAPER APPLICATION

FUEL, OIL AND COOLANT LEAKS, CHECK

HYDRAULIC HOSES

COOLANT HOSES

STEERING COLUMN GAS CYLINDER

TRANSMISSION

HYDRAULIC SYSTEM OIL

ENGINE OIL

AIR FILTER

FORKS

INTEGRAL S/S CARRIAGE

Checks with Engine RUNNING

INDICATOR LIGHTS, HORN, FUSES, RELAYS

SERVICE BRAKES - BRAKE FLUID LEVEL

PARKING BRAKE

ENGINE OIL PRESSURE

COOLING SYSTEM

STEERING SYSTEM

CONTROL LEVERS AND PEDALS

LIFT SYSTEM, OPERATE