DAILY PRE-USE INSPECTION FOR FORKLIFTS.

ENSURE THAT YOU HAVE INSPECTED THIS TRUCK BEFORE USING IT FOR THE FIRST TIME THIS SHIFT. DOCUMENT YOUR INSPECTION BELOW.

NOTE: EACH OPERATOR USING A FORKLIFT MUST PERFORM A PRE-USE INSPECTION

Indicate an X where there is a problem detected

<table>
<thead>
<tr>
<th>Truck #</th>
<th>Capacity:</th>
<th>Hour Meter:</th>
</tr>
</thead>
</table>

CAUTION: Operators are responsible for ensuring that the forklift is in proper operating condition and to report any defects to their supervisor. IF NECESSARY – LOCK OUT EQUIPMENT TO PREVENT ACCIDENTAL USE

**VISUAL INSPECTION**

- Battery
  - Vent Caps
  - Connectors
  - Cables
  - Battery Retainer Plate
- Propane
  - Relief Valve
  - Fuel Level
  - No Leaks
  - Safety Straps
- Engine Compartment
  - Oil
  - Radiator
  - Air Filter
  - Fan Belt
- Base Straddle Leg (If applies)

**OPERATIONAL INSPECTION**

- Rear Tires
- Front Tires
- Load Wheel
- Forks
- Fork Locking Pins
- Carriage Mast
- Cylinder Lift
- Lift Chains
- Tilt
- Reach
- Overhead Guard
- Drive Wheel
- Compartment Door
- Castor Wheel
- Hydraulic Oil
- Seat and Belts
- Listen for Unusual Noise
- Check Parking Brake
- Lifting Control
- Forward control
  - Accelerators
  - Steering
  - Braking
- Reverse Control
  - Accelerator
  - Steering
  - Braking
  - Backup Alarm
- Lights
- Horn
- Gauges
- Oil Spots on the Floor

**DATE** | **TIME** | **OPERATORS SIGNATURE** | **COMMENTS**
---|---|---|---

To be completed by designated operators and when form is completed IT MUST be forwarded to your Shift Supervisor.