

Order Picker Pre-Use Inspection Form



	Day/Shift #1	Day/Shift #2	Day/Shift #3	Day/Shift #4	Day/Shift #5
Name					
Date					
Hour Meter					
Lift Truck #					
Initials					

Note: This form must be completed before each use. If items are in good condition, check "OK." If items need repair, check "Repair" and note the specifics in the box at the bottom of the form. The supervisor must initial this form for each day of use.

		Day/Shift #1		Day/Shift #2		Day/Shift #3		Day/Shift #4		Day/Shift #5	
Workplace Inspection	Criteria	OK	Repair	OK	Repair	OK	Repair	OK	Repair	OK	Repair
Ground Conditions	Drop-offs, holes, debris, etc.										
Overhead Obstructions	Structures, utility pipes, fans, lights, etc.										
Unauthorized Access	People, vehicles, equipment, etc.										
Safety Items	Fire extinguisher, PPE, eyewash, first-aid kit, etc.										

Visual Inspection	Criteria	OK	Repair	OK	Repair	OK	Repair	OK	Repair	OK	Repair
General Overview	Parking brake, leaks, damage, etc.										
Forks/Attachments	Bent, cracked, pins, etc.										
Mast, Chains, Rollers	Welds, cracks, bent, greased, rust										
Hydraulic Cylinders/Hoses	Leaks, damage, cuts, worn										
Tires/Wheels	Nuts, rim, sidewall, tread, pressure										
Overhead Guard	Welds, bolts, damage										
Capacity Plate/Decals	Present, legible										
Fall Arrest	Anchor point, lanyard, and harness in good condition										
Controls/Pedals/Guardrails	Function properly										
Counterweight	Bolts, damage, cracks										
Propane	Appropriately mounted, damage, leaks, date										
Batteries	Secure, caps, leaks, corrosion, cables										
Fluid Levels	Engine oil, hydraulic, transmission, coolant, brake										

Operational Inspection	Criteria	OK	Repair	OK	Repair	OK	Repair	OK	Repair	OK	Repair
Pallet Clamp	Functional										
Warning Devices/Lights	Lights, backup alarm and horn are functional										
Brakes	Parking brake holds while in gear, service brake's function when engaged										
Hydraulics	All hydraulic functions operate properly										
Steering	No unusual noises or excessive free play										
Driving	No unusual noises or actions										

Supervisor Initials					
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Indicate any items in need of repair or comments here. Tag the lift truck out of service if needed.