Appendix A

Powered Industrial Truck Inspection Checklist
Electric Forklift

Instructions:
The Powered Industrial Truck Inspector Checklist shall be performed by a qualified Faculty or Staff permitted to operate the Powered Industrial Truck, and they shall perform daily checks at the start of each shift. The Faculty or Staff shall ensure that any defects that would affect the safe operations of the Powered Industrial Truck are repaired before use, or the truck is taken out of service until such repair can be made. All defects shall be reported to the Department Chair/ Director/Head or designee.

Items to Review															Comments
	DAY/DATE:		DAY/DATE:		DAY/DATE:		DAY/DATE:		DAY/DATE:		DAY/DATE:		DAY/DATE:		
KEY OFF PROCEDURES	**OK**	**Repair**	**OK**	**Repair**	**OK**	**Repair**	**OK**	**Repair**	**OK**	**Repair**	**OK**	**Repair**	**OK**	**Repair**	
Overhead guard (broken welds, missing bolts, damaged areas)															
Hydraulic Cylinders (leakage or damage on the lift, tilt, attachment functions)															
Mast assembly (broken welds, cracked/bent areas, worn/ missing stops)															
Lift chains and rollers (wear/ damage/kinks, rust, squeaking, lubrication required)															
Forks (cracked/bent, worn, mismatched, excessive oil/ water on forks)															
Tires (cuts around circumference, rubber missing, missing lugs, bond separation)															
Battery (cell caps/terminal covers in place, cables missing insulation?)															
Hydraulic Fluid (check level)															

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	DAY/DATE:		DAY/DATE:		DAY/DATE:		DAY/DATE:		DAY/DATE:		DAY/DATE:		DAY/DATE:		
KEY ON PROCEDURES	**OK**	**Repair**	**OK**	**Repair**	**OK**	**Repair**	**OK**	**Repair**	**OK**	**Repair**	**OK**	**Repair**	**OK**	**Repair**	
Hour meter guage (are they all working properly?)															
Battery discharge indicator															
Steering (excessive free play, power steering/pump working)															
Brakes (does brake work, truck should not move when brake is engaged)															
Front, tail and brake lights (are they working properly?)															
Horn (does it work?)															
Safety seat (if equipped, is safety seat working?)															
Seat belts															
Load handling attachments (hesitation when hoisting/ lowering forks, when using forward/backward tilt, or lateral travel on side shift, excessive oil on cylinders)															