

 Hanover Risk Solutions

# Powered Industrial Trucks – Daily Checklist – Electric

Powered industrial trucks (i.e., forklifts) are used extensively in warehouses, factories, and other places to move materials. Before operating a powered industrial truck, the worker should perform an inspection of the equipment. The following checklist can be used to evaluate the operational safety of an electric-powered industrial truck. Any “no” answers should be reported immediately to management, and the truck tagged out-of-service.

Truck #: \_\_\_\_\_ Truck Hours: \_\_\_\_\_

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

	YES	NO	N/A
Have any modifications been made without the approval of the manufacturer that could affect the safe operation of the powered industrial truck?			
Leaks – hydraulic oil, battery			
Tires – condition and pressure			
Forks – top clip retaining pin and heel check condition			
Load backrest – securely attached			
Visible damage to:			
• Cables and stops			
• Hydraulic hoses			
• Mast chains			
Overhead guard – attached			
Finger guards – attached			
Safety warnings – attached (refer to parts manual for location)			
Check fluid levels:			
• Battery – water/electrolyte level and charge			
• Brake fluid			
• Hydraulic fluid			
• Transmission fluid			
Operator’s manual – available			

	YES	NO	N/A
Nameplate – attached and information matches unit			
Seat belt – sit down forklift - functioning smoothly			
Fall protection belt – standup high lift – functioning smoothly			
Hood latch – adjusted and securely fastened			
Turn motor on for the following checks:			
Accelerator or direction control pedal – functioning smoothly			
Attachment control – operation			
Drive control – forward/reverse – functioning smoothly			
Check gauges:			
• Ammeter			
• Hour Meter			
• Temperature			
Hoist and lowering control – functioning smoothly			
Horns and lights – functioning			
Parking brake – functioning smoothly, holds equipment in place			
Service brake – functioning smoothly, stops equipment			
Dead man brake – functions			
Steering operation – functioning smoothly			
Tilt control – forward and back – functioning smoothly			

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