



Material Handling Company

OPERATORS' DAILY CHECKLIST

Check Each Item Before Start Of Each Shift

Date: _____

Check one: Gas/LPG/Diesel Truck Electric Sit-down Electric Stand-up Electric Pallet

Truck Serial Number: _____ Operator: _____ Supervisor's OK: _____

Hour meter reading: _____

Check each of the following items before the start of each shift. Let your supervisor and/or maintenance department know of any problem. DO NOT OPERATE A FAULTY TRUCK. Your safety is at risk. After checking, mark each item accordingly. Explain below as necessary.

Check boxes as follows: ! OK

X NG, needs attention, or repair. Circle problem and explain below

OK	NG	VISUAL CHECKS
<input type="checkbox"/>	<input type="checkbox"/>	Tires/Wheels: wear, damage, nuts tight
<input type="checkbox"/>	<input type="checkbox"/>	Head/Tail/Working Lights: damage, mounting, operation
<input type="checkbox"/>	<input type="checkbox"/>	Gauges/Instruments: damage, operation
<input type="checkbox"/>	<input type="checkbox"/>	Operator Restraint: damage, mounting, operation, oily, dirty
<input type="checkbox"/>	<input type="checkbox"/>	Warning Decals/Operators' Manual: missing, not readable
<input type="checkbox"/>	<input type="checkbox"/>	Data Plate: not readable, missing
<input type="checkbox"/>	<input type="checkbox"/>	Overhead Guard: bent, cracked, loose, missing
<input type="checkbox"/>	<input type="checkbox"/>	Load Back Rest: bent, cracked, loose, missing
<input type="checkbox"/>	<input type="checkbox"/>	Forks: bent, worn, stops OK
<input type="checkbox"/>	<input type="checkbox"/>	Engine Oil: level, dirty, leaks
<input type="checkbox"/>	<input type="checkbox"/>	Hydraulic Oil: level, dirty, leaks
<input type="checkbox"/>	<input type="checkbox"/>	Radiator: fluid level, dirty, leaks
<input type="checkbox"/>	<input type="checkbox"/>	Fuel: level, leaks
<input type="checkbox"/>	<input type="checkbox"/>	Battery: connections loose, charge, electrolyte low
<input type="checkbox"/>	<input type="checkbox"/>	Covers/Sheetmetal: damaged, missing
<input type="checkbox"/>	<input type="checkbox"/>	Brakes: linkage loose, reservoir fluid level, leaks

OK	NG	OPERATIONAL CHECKS
<input type="checkbox"/>	<input type="checkbox"/>	Engine: runs rough, noisy, leaks
<input type="checkbox"/>	<input type="checkbox"/>	Steering: loose/binding, leaks, operation
<input type="checkbox"/>	<input type="checkbox"/>	Service Brake: linkage loose/binding, stops OK, grab
<input type="checkbox"/>	<input type="checkbox"/>	Parking Brake: loose/binding, operational, adjustment
<input type="checkbox"/>	<input type="checkbox"/>	Seat Brake (if equipped): loose/binding, operational, adjustment
<input type="checkbox"/>	<input type="checkbox"/>	Horn: operation
<input type="checkbox"/>	<input type="checkbox"/>	Backup Alarm (if equipped): mounting, operation
<input type="checkbox"/>	<input type="checkbox"/>	Warning Lights (if equipped): mounting, operation
<input type="checkbox"/>	<input type="checkbox"/>	Lift/Lower: loose/binding, excessive drift, leaks
<input type="checkbox"/>	<input type="checkbox"/>	Tilt: loose/binding, excessive drift, "chatters," leaks
<input type="checkbox"/>	<input type="checkbox"/>	Attachments: mounting, damaged, operation, leaks
<input type="checkbox"/>	<input type="checkbox"/>	Battery Test (electric trucks only): indicator in green while holding full forward tilt
<input type="checkbox"/>	<input type="checkbox"/>	Control Levers: loose/binding, freely return to neutral
<input type="checkbox"/>	<input type="checkbox"/>	Directional Control: loose/binding, find neutral OK

Explanation of problems marked above:

Jan 1996