

# Powered Industrial Truck Checklist

## Operator's Daily Checklist – Internal Combustion Engine Industrial Truck

### Record of Fuel Added

Date		Operator		Fuel	
Truck#		Model#		Engine Oil	
Department		Serial#		Radiator Coolant	
Shift		Hour Meter		Hydraulic Oil	

### SAFETY AND OPERATIONAL CHECKS (PRIOR TO EACH SHIFT)

Have a qualified mechanic correct all problems.

Engine Off Checks	OK	Maintenance
1. Leaks – Fuel, Hydraulic Oil, Engine Oil or Radiator Coolant		
2. Tires – Condition and Pressure		
3. Forks, Top Clip Retaining Pin and Heel – Check Condition		
4. Load Backrest – Securely Attached		
5. Hydraulic Hoses, Mast Chains, Cables and Stops – Check Visually		
6. Overhead Guard – Attached		
7. Finger Guards – Attached		
8. Propane Tank (LP Gas Truck) – Rust Corrosion, Damage		
9. Safety Warnings – Attached (Refer to Parts Manual for Location)		
10. Battery – Check Water/Electrolyte Level and Charge		
11. All Engine Belts – Check Visually		
12. Hydraulic Fluid Level – Check Level		

13. Engine Oil Level – Dipstick		
14. Transmission Fluid Level – Dipstick		
15. Engine Air Cleaner – Squeeze Rubber Dirt Trap or Check the Restriction Alarm (if equipped)		
16. Fuel Sedimentor (Diesel)		
17. Radiator Coolant – Check Level		
18. Operator's Manual – In Container		
19. Nameplate – Attached and Information Matches Model, Serial Number and Attachments		
20. Seat Belt – Functioning Smoothly		
21. Hood Latch – Adjusted and Securely Fastened		
22. Brake Fluid – Check Level		
<b>Engine on Checks – Unusual Noises Must Be Investigated Immediately</b>	<b>OK</b>	<b>Maintenance</b>
23. Accelerator or Direction Control Pedal – Functioning Smoothly		
24. Service Brake – Functioning Smoothly		
25. Parking Brake – Functioning Smoothly		
26. Steering Operation – Functioning Smoothly		
27. Drive Control – Forward/Reverse – Functioning Smoothly		
28. Tilt Control – Forward and Back – Functioning Smoothly		
29. Hoist and Lowering Control – Functioning Smoothly		
30. Attachment Control – Operation		
31. Horn and Lights – Functioning		
32. Cab (if equipped) – Heater, Defroster, Wipers – Functioning		
33. Gauges: Ammeter, Engine Oil Pressure, Hour Meter, Fuel Level, Temperature, Instrument Monitors – Functioning		

## Operator's Daily Checklist - Electric Industrial Truck

### Record of Fluid Added

Date		Operator		Battery Water	
Truck#		Model#		Hydraulic Oil	
Department		Serial#			
Shift		Drive Hour Meter Reading		Hoist Hour Meter Reading	

### SAFETY AND OPERATIONAL CHECKS (PRIOR TO EACH SHIFT)

Have a qualified mechanic correct all problems.

Motor Off Checks	OK	Maintenance
1. Leaks – Hydraulic Oil, Battery		
2. Tires – Condition and Pressure		
3. Forks, Top Clip Retaining Pin and Heel -- Condition		
4. Load Backrest Extension – Attached		
5. Hydraulic Hoses, Mast Chains, Cables & Stops – Check Visually		
6. Finger Guards – Attached		
7. Overhead Guard – Attached		
8. Safety Warnings – Attached (Refer to Parts Manual for Location)		
9. Battery – Water/Electrolyte Level and Charge		
10. Hydraulic Fluid Level – Dipstick		
11. Transmission Fluid Level – Dipstick		
12. Operator's Manual in Container		
13. Capacity Plate Attached – Information Matches Model, Serial Number and Attachments		
14. Battery Restraint System – Adjust and Fasten		

15. Operator Protection Sitdown Truck - Seat Belt – Functioning Smoothly Man-up Truck – Fall protection/Restraining means - Functioning		
16. Brake Fluid – Check level		
<b>Motor on Checks – Unusual Noises Must Be Investigated Immediately</b>	<b>OK</b>	<b>Maintenance</b>
17. Accelerator or Direction Control Pedal – Functioning Smoothly		
18. Service Brake – Functioning Smoothly		
19. Parking Brake – Functioning Smoothly		
20. Steering Operation – Functioning Smoothly		
21. Drive Control – Forward/Reverse – Functioning Smoothly		
22. Tilt Control – Forward and Back – Functioning Smoothly		
23. Hoist and Lowering Control – Functioning Smoothly		
24. Attachment Control – Operation		
25. Horn – Functioning		
26. Lights & Alarms (where present) – Functioning		
27. Hour Meter – Functioning		
28. Battery Discharge Indicator – Functioning		
29. Instrument Monitors – Functioning		

\* ALL OPERATORS MUST BE TRAINED AND EVALUATED ON THE TYPES OF INDUSTRIAL TRUCKS AND ATTACHMENTS THEY WILL BE OPERATING.

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