

# Operator's Daily Checklist and Safety Inspection

## I.T.A. Class 1, 2, & 3

**IMPORTANT** Check each item listed at the start of each shift/work period. Notify your supervisor and/or maintenance department if there are any problems with the truck.

**DO NOT OPERATE A TRUCK WITH ANY MALFUNCTIONS.**

CUSTOMER: \_\_\_\_\_

SERIAL NUMBER: \_\_\_\_\_

WORK ORDER: \_\_\_\_\_

HOOR METER: \_\_\_\_\_

**Truck Details:**     Electric Pallet     Electric Sit-Down     Electric Stand-Up

Review and check the following list. Provide any additional information as necessary. Check each item either as Good (OK) or No Good (NG).

**IMPORTANT** In the case of NG identify by item # and explain in comments section.

<u>Visual Check Items</u>	OK	NG	<u>Operational Check Items</u>	OK	NG
<b>Forks:</b> altered, bent, worn, stops, pin/latch locks	_____	_____	<b>Horn:</b> properly attached, operation, correct loudness	_____	_____
<b>Load Back Rest:</b> bent, damages, loose, missing	_____	_____	<b>Service Brakes:</b> function ok, linkage, loose-binding, grabbing	_____	_____
<b>Tires - Wheels:</b> wear, damaged, lug nuts tight or missing	_____	_____	<b>Parking Brake:</b> function ok, linkage, proper adjustment	_____	_____
<b>Hydraulic Oil:</b> level, dirty, leaking	_____	_____	<b>Seat Brake (if equipped):</b> proper operation, correct adjustment	_____	_____
<b>Battery Connector:</b> condition, damaged, good connection, cables cut or frayed	_____	_____	<b>Mast:</b> proper lift-lower function, wear or damage to mast rails-lift chains	_____	_____
<b>Battery:</b> state of charge, electrolyte level, leaks, corrosion, restraint security	_____	_____	<b>Tilt:</b> loose-binding, excessive drift, chatters, leaks	_____	_____
<b>Battery Test:</b> operation of discharge indicator	_____	_____	<b>Carriage and Attachment/s:</b> operation, mounting, leaks, looseness	_____	_____
<b>Guards, Covers, Panels, Sheet-Metal:</b> damaged, insecure, missing	_____	_____	<b>Control Levers:</b> operation, proper and free return to neutral position	_____	_____
<b>Overhead Guard:</b> bent-deformed, cracked, loose, missing	_____	_____	<b>Directional Controls:</b> loose/binding, find neutral position OK	_____	_____
<b>Warning Labels - Decals:</b> illegible, incomplete, missing	_____	_____	<b>Motors:</b> excessive vibration, smokes, noisy	_____	_____
<b>Operators Manual:</b> illegible, incomplete, missing	_____	_____	<b>Steering:</b> loose/binding, leaks, drifts, oil leaks	_____	_____
<b>Operator Restraint System:</b> insecure, damaged, incomplete, improper operation	_____	_____	<b>Warning Lights (if equipped):</b> secure, operational	_____	_____
<b>Data-ID Plate, Capacity Plate:</b> incorrect, damaged, illegible, missing	_____	_____	<b>Back-Up Alarm:</b> mounting, operational, correct loudness	_____	_____
<b>Gauges - Instruments:</b> inoperable, illegible, damaged, missing	_____	_____	<b>Head-Tail, Working Lights:</b> mounting, operational	_____	_____
<b>Brake System:</b> loose-damaged linkage, reservoir fluid level, leaks	_____	_____			
<b>Head-Tail, Working-Warning Lights:</b> loose mounting, damaged, missing	_____	_____			
<b>Fire Extinguisher (if equipped):</b>	_____	_____			

PASS \_\_\_\_\_      FAIL \_\_\_\_\_

**COMMENTS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
CUSTOMER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MECHANIC SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR'S APPROVAL / OK

\_\_\_\_\_  
DATE

