

## LIFT TRUCK OPERATOR'S DAILY PRE-START INSPECTION REPORT ELECTRIC LIFT TRUCKS

OPERATOR'S NAME \_\_\_\_\_

SERIAL NUMBER \_\_\_\_\_ MODEL \_\_\_\_\_

SPECIAL ATTACHMENTS \_\_\_\_\_ UNIT NO. \_\_\_\_\_

SHIFT 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ OPERATOR SIGNATURE \_\_\_\_\_

HOUR METER READING  
(START OF SHIFT)

**IMPORTANT!**

This check must be made daily at the start of each shift.

<b>Daily Pre-Start Inspection Check List for</b> Day _____ Date _____, 20____.		Check Where Applicable		Needs Attention
		Visual	Oper.	
1.	<b>Tires -</b> Visually check for foreign particles, gouges and cuts; check wheel nuts; check for adequate tread.			
2.	<b>Load Backrest Extension -</b> Visually check for loose or missing bolts and damage.			
3.	<b>Overhead Guard &amp; Operator Assist Grip -</b> Visually inspect for damage and cracks; check for loose or missing bolts/screws.			
4.	<b>Operator's Compartment -</b> Visually inspect for cleanliness. Check seat belt and seat belt warning light, if applicable, seat adjustment and horn operation. Is Operation & Maintenance Manual in proper location?			
5.	<b>Working Lights/Head Lamps/Stop Lamps -</b> Check operation and security of mounting.			
6.	<b>Warning &amp; Instruction Decals/Plates -</b> Visually inspect to ensure all are accurately located, clean and legible.			
7.	<b>Safety Equipment (rotating lights, back-up alarms, fire extinguisher, etc.) -</b> Check operation of lights and alarms; check fire extinguisher gauge.			
8.	<b>Battery Compartment -</b> Inspect for corrosion; check battery for correct size and weight; check restraint; check cables; check emergency battery disconnect, if applicable.			
9.	<b>Battery -</b> Wearing the proper safety equipment, check electrolyte level, connection and specific gravity of battery cells; check for leaks.			
10.	<b>Hydraulic Connections -</b> Check for leaks and check oil level.			
11.	<b>Gauges/Indicators -</b> Check vehicle monitoring system indicator and battery charge from discharge indicator.			
12.	<b>Mast, Carriage, Forks or Attachment -</b> Visually check for loose or missing bolts and wear/damage; check chains for even tension; check operation and adjustment. Check operation of mast interlock system, if applicable.			
13.	<b>Steering -</b> Check operation (right and left turn); check for looseness or play.			
14.	<b>Service Brakes -</b> Visually check fluid level and pedal travel; check operation of brakes.			
15.	<b>Parking Brake -</b> Check operation of parking brake adjustment/lever effort and parking brake warning buzzer and light, if applicable. With capacity load on forks, move lift truck to ramp area and activate parking brake to verify that truck will stay in place.			
16.	<b>Truck Damage/Operation -</b> Report any damage or faulty operation. Explain in remarks section.			