

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

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

HOUR METER READING  
(START OF SHIFT)

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

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

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

**IMPORTANT!**

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

Daily Pre-Start Inspection Check List for 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.			
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 decals and plates 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>Fuel -</b> Visually check fuel level and check for leaks. (Report any leaks immediately.)			
9.	<b>Radiator/Cooling System -</b> Visually inspect cooling fan for damage; check condition of alternator and cooling fan belt; check coolant level. (Warning! Operator should never remove a radiator cap to check coolant level. Use overflow tank for visual check.)			
10.	<b>Battery -</b> Visually check battery cable/terminals. If corroded or damaged, service should be notified.			
11.	<b>Engine Oil -</b> Visually check oil level on dipstick and check for leaks. (When oil must be added, show number of quarts in "Needs Attention" column.) If more than one quart is needed in a shift or if engine oil pressure warning light is on, service should be notified.			
12.	<b>Hydraulic Oil -</b> Visually check oil level on dipstick and check operation of lift tilt and side shifter.			
13.	<b>Transmission Fluid -</b> Visually check fluid level on dipstick with engine off.			
14.	<b>Service Brakes -</b> Visually check fluid level and pedal travel; check operation of brakes.			
15.	<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.			
16.	<b>Steering -</b> Check operation (right and left turn); check for looseness or play.			
17.	<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.			
18.	<b>Driving Interlock System -</b> Check operation, if applicable.			
19.	<b>Truck Damage/Operation -</b> Report any damage or faulty operation. Have repairs been made? Explain in remarks section.			