DAILY LIFT TRUCK SAFETY INSPECTION CHECKLIST
ELECTRIC LIFT TRUCK

Week of: __________ to __________  Department: _______________________

Location: __________________________  Area Supervisor: _____________________

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>KEY OFF Procedures:</strong></td>
<td><strong>KEY ON Procedures:</strong></td>
</tr>
<tr>
<td>o Visual inspection of</td>
<td>o Visual inspection of gauges</td>
</tr>
<tr>
<td>q Overhead guard</td>
<td>q Hour meter</td>
</tr>
<tr>
<td>q Hydraulic cylinders</td>
<td>q Battery discharge indicator</td>
</tr>
<tr>
<td>q Mast assembly</td>
<td>o Test standard equipment</td>
</tr>
<tr>
<td>q Lift chains and rollers</td>
<td>q Steering</td>
</tr>
<tr>
<td>q Forks</td>
<td>q Brakes</td>
</tr>
<tr>
<td>q Tires</td>
<td>q Front/tail/brake lights</td>
</tr>
<tr>
<td>o Examine the battery*</td>
<td>q Horn</td>
</tr>
<tr>
<td>o Check the hydraulic fluid level*</td>
<td>q Safety seat (if applic.)</td>
</tr>
<tr>
<td>* Can be done once every 10 uses or monthly, as needed.</td>
<td>o Check the operation of load-handling attachments</td>
</tr>
</tbody>
</table>

```
Electric Forklift Truck

Overhead guard
Mast Assembly

Lift chains and rollers
Hydraulic cylinders

Tires
Forks
```

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>KEY OFF Procedures:</strong></td>
<td><strong>KEY ON Procedures:</strong></td>
</tr>
<tr>
<td>o Visual inspection of</td>
<td>o Visual inspection of gauges</td>
</tr>
<tr>
<td>q Overhead guard</td>
<td>q Hour meter</td>
</tr>
<tr>
<td>q Hydraulic cylinders</td>
<td>q Battery discharge indicator</td>
</tr>
<tr>
<td>q Mast assembly</td>
<td>o Test standard equipment</td>
</tr>
<tr>
<td>q Lift chains and rollers</td>
<td>q Steering</td>
</tr>
<tr>
<td>q Forks</td>
<td>q Brakes</td>
</tr>
<tr>
<td>q Tires</td>
<td>q Front/tail/brake lights</td>
</tr>
<tr>
<td>o Examine the battery*</td>
<td>q Horn</td>
</tr>
<tr>
<td>o Check the hydraulic fluid level*</td>
<td>q Safety seat (if applic.)</td>
</tr>
<tr>
<td>* Can be done once every 10 uses or monthly, as needed.</td>
<td>o Check the operation of load-handling attachments</td>
</tr>
</tbody>
</table>

```
Electric Forklift Truck

Overhead guard
Mast Assembly

Lift chains and rollers
Hydraulic cylinders

Tires
Forks
```
### KEY OFF Procedures:
- Visual inspection of:
  - Overhead guard
  - Hydraulic cylinders
  - Mast assembly
  - Lift chains and rollers
  - Forks
  - Tires
- Examine the battery*
- Check the hydraulic fluid level*
* Can be done once every 10 uses or monthly, as needed.

### KEY ON Procedures:
- Visual inspection of gauges:
  - Hour meter
  - Battery discharge indicator
- Test standard equipment:
  - Steering
  - Brakes
  - Front/tail/brake lights
  - Horn
  - Safety seat (if applicable)
- Check the operation of load-handling attachments

### Electric Forklift Truck
![Diagram of Electric Forklift Truck]

**IF YOU DISCOVER ANY PROBLEMS, REPORT TO YOUR SUPERVISOR IMMEDIATELY AND DO NOT USE THE LIFT TRUCK!**
## DAILY LIFT TRUCK SAFETY INSPECTION CHECKLIST

### ELECTRIC TRANSTACKER

**Week of:** ________________ to ________________  
**Department:**_________________

**Location:**________________________  
**Area Supervisor:**__________________________

### KEY OFF Procedures:
- Visual inspection of
  - Overhead guard
  - Hydraulic cylinders
  - Mast assembly
  - Lift chains/rollers
  - Forks
  - Tires
  - Battery cables
  - Safety door

### KEY ON Procedures:
- Visual inspection of gauges
  - Battery discharge indicator
  - Hour meter
- Test standard equipment
  - Steering
  - Brakes
  - Lights
  - Horn
- Test control lever
- Check operation of load-handling attachments

---

### KEY OFF Procedures:
- Visual inspection of
  - Overhead guard
  - Hydraulic cylinders
  - Mast assembly
  - Lift chains/rollers
  - Forks
  - Tires
  - Battery cables
  - Safety door

### KEY ON Procedures:
- Visual inspection of gauges
  - Battery discharge indicator
  - Hour meter
- Test standard equipment
  - Steering
  - Brakes
  - Lights
  - Horn
- Test control lever
- Check operation of load-handling attachments
<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>KEY OFF Procedures:</strong></td>
<td><strong>KEY ON Procedures:</strong></td>
</tr>
<tr>
<td>o Visual inspection of</td>
<td>o Visual inspection of gauges</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>o Visual inspection of gauges</td>
<td>o Test standard equipment</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>IF YOU DISCOVER ANY PROBLEMS, REPORT TO YOUR SUPERVISOR IMMEDIATELY AND DO NOT USE THE LIFT TRUCK!</td>
<td></td>
</tr>
</tbody>
</table>
### DAILY LIFT TRUCK SAFETY INSPECTION CHECKLIST

**INDOOR PROPANE TOW TRACTOR**

<table>
<thead>
<tr>
<th>Week of: _______________ to _________________</th>
<th>Department: ___________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: _____________________________</td>
<td>Area Supervisor: ____________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
</table>

#### KEY OFF Procedures:
- Visual inspection of
  - Fluid leakage
  - Tires
  - Tow hook
  - Windshield (if applic.)
  - Overhead guard (if applic.)
  - LPG tank/locator pin
  - LPG tank hose
  - Gas gauge
- Check engine oil & coolant levels*
- Examine the battery*
* Can be done once every 10 uses or monthly, as needed.

<table>
<thead>
<tr>
<th>Indoor Tow Tractor</th>
</tr>
</thead>
</table>

#### KEY ON Procedures:
- Test front, tail and brake lights
- Visual inspection of gauges
  - Oil pressure gauge
  - Ammeter
  - Water temperature gauge
  - Hour meter

**ENGINE RUNNING Procedures:**
- Inspect standard equipment
  - Steering
  - Brakes
  - Horn
  - Safety seat (if applic.)
- Check transmission fluid level*

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
</table>

#### KEY OFF Procedures:
- Visual inspection of
  - Fluid leakage
  - Tires
  - Tow hook
  - Windshield (if applic.)
  - Overhead guard (if applic.)
  - LPG tank/locator pin
  - LPG tank hose
  - Gas gauge
- Check engine oil & coolant levels*
- Examine the battery*
* Can be done once every 10 uses or monthly, as needed.

<table>
<thead>
<tr>
<th>Indoor Tow Tractor</th>
</tr>
</thead>
</table>

#### KEY ON Procedures:
- Test front, tail and brake lights
- Visual inspection of gauges
  - Oil pressure gauge
  - Ammeter
  - Water temperature gauge
  - Hour meter

**ENGINE RUNNING Procedures:**
- Inspect standard equipment
  - Steering
  - Brakes
  - Horn
  - Safety seat (if applic.)
- Check transmission fluid level*

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
</table>

#### KEY OFF Procedures:
- Visual inspection of
  - Fluid leakage
  - Tires
  - Tow hook
  - Windshield (if applic.)
  - Overhead guard (if applic.)
  - LPG tank/locator pin
  - LPG tank hose
  - Gas gauge
- Check engine oil & coolant levels*
- Examine the battery*
* Can be done once every 10 uses or monthly, as needed.

<table>
<thead>
<tr>
<th>Indoor Tow Tractor</th>
</tr>
</thead>
</table>

#### KEY ON Procedures:
- Test front, tail and brake lights
- Visual inspection of gauges
  - Oil pressure gauge
  - Ammeter
  - Water temperature gauge
  - Hour meter

**ENGINE RUNNING Procedures:**
- Inspect standard equipment
  - Steering
  - Brakes
  - Horn
  - Safety seat (if applic.)
- Check transmission fluid level*
**KEY OFF Procedures:**
- Visual inspection of
  - Fluid leakage
  - Tires
  - Tow hook
  - Windshield (if applic.)
  - Overhead guard (if applic.)
  - LPG tank/locator pin
  - LPG tank hose
  - Gas gauge
- Check engine oil & coolant levels*
- Examine the battery*
* Can be done once every 10 uses or monthly, as needed.

---

**KEY ON Procedures:**
- Test front, tail and brake lights
- Visual inspection of gauges
  - Oil pressure gauge
  - Ammeter
  - Water temperature gauge
  - Hour meter

**ENGINE RUNNING Procedures:**
- Inspect standard equipment
  - Steering
  - Brakes
  - Horn
  - Safety seat (if applic.)
- Check transmission fluid level*

---

**KEY OFF Procedures:**
- Visual inspection of
  - Fluid leakage
  - Tires
  - Tow hook
  - Windshield (if applic.)
  - Overhead guard (if applic.)
  - LPG tank/locator pin
  - LPG tank hose
  - Gas gauge
- Check engine oil & coolant levels*
- Examine the battery*
* Can be done once every 10 uses or monthly, as needed.

---

**KEY ON Procedures:**
- Test front, tail and brake lights
- Visual inspection of gauges
  - Oil pressure gauge
  - Ammeter
  - Water temperature gauge
  - Hour meter

**ENGINE RUNNING Procedures:**
- Inspect standard equipment
  - Steering
  - Brakes
  - Horn
  - Safety seat (if applic.)
- Check transmission fluid level*

---

**Indoor Tow Tractor**

**IF YOU DISCOVER ANY PROBLEMS, REPORT TO YOUR SUPERVISOR IMMEDIATELY AND DO NOT USE THE LIFT TRUCK!**
# Daily Lift Truck Safety Inspection Checklist

## Industrial Tow Tractor

<table>
<thead>
<tr>
<th>Week of: ____________________ to ____________________</th>
<th>Department: ____________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: ____________________</td>
<td>Area Supervisor: ____________________</td>
</tr>
</tbody>
</table>

## Date: ____________  Inspector: ____________

### KEY OFF Procedures:
- Visual inspection of:
  - Windshield
  - Tires
  - Three-point hitch assembly
- Check engine oil and engine coolant levels*
  * Can be done once every 10 uses or monthly, as needed.

### KEY ON Procedures:
- Visual inspection of gauges:
  - Oil and battery lights
  - Temperature
  - Hour meter
- Inspect standard equipment:
  - Steering
  - Front, tail and brake lights
  - Horn
- ENGINE RUNNING Procedures:
  - Inspect standard equipment:
    - Windshield wiper
    - Brakes
    - Hoist operation

---

| Date: ____________  Inspector: ____________
|--------------------------------------------------------|

### KEY OFF Procedures:
- Visual inspection of:
  - Windshield
  - Tires
  - Three-point hitch assembly
- Check engine oil and engine coolant levels*
  * Can be done once every 10 uses or monthly, as needed.

### KEY ON Procedures:
- Visual inspection of gauges:
  - Oil and battery lights
  - Temperature
  - Hour meter
- Inspect standard equipment:
  - Steering
  - Front, tail and brake lights
  - Horn
- ENGINE RUNNING Procedures:
  - Inspect standard equipment:
    - Windshield wiper
    - Brakes
    - Hoist operation

---

| Date: ____________  Inspector: ____________
|--------------------------------------------------------|

### KEY OFF Procedures:
- Visual inspection of:
  - Windshield
  - Tires
  - Three-point hitch assembly
- Check engine oil and engine coolant levels*
  * Can be done once every 10 uses or monthly, as needed.

### KEY ON Procedures:
- Visual inspection of gauges:
  - Oil and battery lights
  - Temperature
  - Hour meter
- Inspect standard equipment:
  - Steering
  - Front, tail and brake lights
  - Horn
- ENGINE RUNNING Procedures:
  - Inspect standard equipment:
    - Windshield wiper
    - Brakes
    - Hoist operation
### KEY OFF Procedures:
- Visual inspection of
  - Windshield
  - Tires
  - Three-point hitch assembly
- Check engine oil and engine coolant levels*
  * Can be done once every 10 uses or monthly, as needed.

### KEY ON Procedures:
- Visual inspection of gauges
  - Oil and battery lights
  - Temperature
  - Hour meter
- Inspect standard equipment
  - Steering
  - Front, tail and brake lights
  - Horn

### ENGINE RUNNING Procedures:
- Inspect standard equipment
  - Windshield wiper
  - Brakes
  - Hoist operation

---

**IF YOU DISCOVER ANY PROBLEMS, REPORT TO YOUR SUPERVISOR IMMEDIATELY AND DO NOT USE THE LIFT TRUCK!**
DAILY LIFT TRUCK SAFETY INSPECTION CHECKLIST
ORDER PICKER

Week of: ________________ to ________________  Department:_________________

Location:_________________________  Area Supervisor:_________________________

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
<tbody>
<tr>
<td>KEY OFF Procedures:</td>
<td></td>
</tr>
<tr>
<td>o Visual inspection of</td>
<td></td>
</tr>
<tr>
<td>□ Hoist lines, cables and chains</td>
<td></td>
</tr>
<tr>
<td>□ Hour meter</td>
<td></td>
</tr>
<tr>
<td>□ Tires</td>
<td></td>
</tr>
<tr>
<td>□ Battery cables</td>
<td></td>
</tr>
<tr>
<td>□ Limiting device</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
<tbody>
<tr>
<td>KEY ON Procedures:</td>
<td></td>
</tr>
<tr>
<td>o Check battery discharge indicator</td>
<td></td>
</tr>
<tr>
<td>o Test standard equipment</td>
<td></td>
</tr>
<tr>
<td>□ Safety interlock</td>
<td></td>
</tr>
<tr>
<td>□ Steering</td>
<td></td>
</tr>
<tr>
<td>□ Brakes</td>
<td></td>
</tr>
<tr>
<td>□ Lights</td>
<td></td>
</tr>
<tr>
<td>□ Horn</td>
<td></td>
</tr>
<tr>
<td>o Visual inspection of</td>
<td></td>
</tr>
<tr>
<td>□ Gripper jaws</td>
<td></td>
</tr>
<tr>
<td>□ Work platform</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
<tbody>
<tr>
<td>KEY OFF Procedures:</td>
<td></td>
</tr>
<tr>
<td>o Visual inspection of</td>
<td></td>
</tr>
<tr>
<td>□ Hoist lines, cables and chains</td>
<td></td>
</tr>
<tr>
<td>□ Hour meter</td>
<td></td>
</tr>
<tr>
<td>□ Tires</td>
<td></td>
</tr>
<tr>
<td>□ Battery cables</td>
<td></td>
</tr>
<tr>
<td>□ Limiting device</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
<tbody>
<tr>
<td>KEY ON Procedures:</td>
<td></td>
</tr>
<tr>
<td>o Check battery discharge indicator</td>
<td></td>
</tr>
<tr>
<td>o Test standard equipment</td>
<td></td>
</tr>
<tr>
<td>□ Safety interlock</td>
<td></td>
</tr>
<tr>
<td>□ Steering</td>
<td></td>
</tr>
<tr>
<td>□ Brakes</td>
<td></td>
</tr>
<tr>
<td>□ Lights</td>
<td></td>
</tr>
<tr>
<td>□ Horn</td>
<td></td>
</tr>
<tr>
<td>o Visual inspection of</td>
<td></td>
</tr>
<tr>
<td>□ Gripper jaws</td>
<td></td>
</tr>
<tr>
<td>□ Work platform</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td>Inspector:</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>KEY OFF Procedures:</strong></td>
<td><strong>KEY ON Procedures:</strong></td>
</tr>
<tr>
<td>o Visual inspection of</td>
<td>o Check battery discharge indicator</td>
</tr>
<tr>
<td>□ Hoist lines, cables and chains</td>
<td>o Test standard equipment</td>
</tr>
<tr>
<td>□ Hour meter</td>
<td>□ Safety interlock</td>
</tr>
<tr>
<td>□ Tires</td>
<td>□ Steering</td>
</tr>
<tr>
<td>□ Battery cables</td>
<td>□ Brakes</td>
</tr>
<tr>
<td>□ Limiting device</td>
<td>□ Lights</td>
</tr>
<tr>
<td></td>
<td>□ Horn</td>
</tr>
<tr>
<td></td>
<td>o Visual inspection of</td>
</tr>
<tr>
<td></td>
<td>□ Gripper jaws</td>
</tr>
<tr>
<td></td>
<td>□ Work platform</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>KEY OFF Procedures:</strong></td>
<td><strong>KEY ON Procedures:</strong></td>
</tr>
<tr>
<td>o Visual inspection of</td>
<td>o Check battery discharge indicator</td>
</tr>
<tr>
<td>□ Hoist lines, cables and chains</td>
<td>o Test standard equipment</td>
</tr>
<tr>
<td>□ Hour meter</td>
<td>□ Safety interlock</td>
</tr>
<tr>
<td>□ Tires</td>
<td>□ Steering</td>
</tr>
<tr>
<td>□ Battery cables</td>
<td>□ Brakes</td>
</tr>
<tr>
<td>□ Limiting device</td>
<td>□ Lights</td>
</tr>
<tr>
<td></td>
<td>□ Horn</td>
</tr>
<tr>
<td></td>
<td>o Visual inspection of</td>
</tr>
<tr>
<td></td>
<td>□ Gripper jaws</td>
</tr>
<tr>
<td></td>
<td>□ Work platform</td>
</tr>
</tbody>
</table>

---

**IF YOU DISCOVER ANY PROBLEMS, REPORT TO YOUR SUPERVISOR IMMEDIATELY AND DO NOT USE THE LIFT TRUCK!**
# Daily Lift Truck Safety Inspection Checklist

## Propane Lift Truck

**Week of:** __________________ to __________________

**Department:** __________________

**Location:** __________________

**Area Supervisor:** __________________

### Date: __________________

**Inspector:** __________________

#### KEY OFF Procedures:
- **Visual inspection of**
  - Overhead guard
  - Hydraulic cylinders
  - Mast assembly
  - Lift chains/rollers
  - Forks
  - Tires
  - LPG tank hose
  - Gas gauge
- **Examine the battery**
- **Check engine oil, hydraulic fluid and engine coolant levels**

*Can be done once every 10 uses or monthly, as needed.*

#### ENGINE RUNNING Procedures:
- **Visual inspection of gauges**
  - Oil pressure indicator lamp
  - Ammeter indicator lamp
  - Hour meter
  - Water temperature gauge
- **Test standard equipment**
  - Steering
  - Front, tail and brake lights
  - Brakes
  - Horn
  - Safety seat (if applic.)
- **Check operation of load-handling attachments**
- **Check transmission fluid level**

**Date: __________________

**Inspector:** __________________

#### KEY OFF Procedures:
- **Visual inspection of**
  - Overhead guard
  - Hydraulic cylinders
  - Mast assembly
  - Lift chains/rollers
  - Forks
  - Tires
  - LPG tank hose
  - Gas gauge
- **Examine the battery**
- **Check engine oil, hydraulic fluid and engine coolant levels**

*Can be done once every 10 uses or monthly, as needed.*

#### ENGINE RUNNING Procedures:
- **Visual inspection of gauges**
  - Oil pressure indicator lamp
  - Ammeter indicator lamp
  - Hour meter
  - Water temperature gauge
- **Test standard equipment**
  - Steering
  - Front, tail and brake lights
  - Brakes
  - Horn
  - Safety seat (if applic.)
- **Check operation of load-handling attachments**
- **Check transmission fluid level**
<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
<tbody>
<tr>
<td>KEY OFF Procedures:</td>
<td>ENGINE RUNNING Procedures:</td>
</tr>
<tr>
<td>o Visual inspection of</td>
<td>o Visual inspection of gauges</td>
</tr>
<tr>
<td>- Overhead guard</td>
<td>- Oil pressure indicator lamp</td>
</tr>
<tr>
<td>- Hydraulic cylinders</td>
<td>- Ammeter indicator lamp</td>
</tr>
<tr>
<td>- Mast assembly</td>
<td>- Hour meter</td>
</tr>
<tr>
<td>- Lift chains/rollers</td>
<td>- Water temperature gauge</td>
</tr>
<tr>
<td>o Examine the battery*</td>
<td>o Test standard equipment</td>
</tr>
<tr>
<td>o Check engine oil, hydraulic fluid and engine coolant levels*</td>
<td>- Steering</td>
</tr>
<tr>
<td>* Can be done once every 10 uses or monthly, as needed.</td>
<td>- Front, tail and brake lights</td>
</tr>
<tr>
<td></td>
<td>- Brakes</td>
</tr>
<tr>
<td></td>
<td>- Horn</td>
</tr>
<tr>
<td></td>
<td>- Safety seat (if applicable)</td>
</tr>
<tr>
<td>o Check operation of load-handling attachments</td>
<td>o Check transmission fluid level*</td>
</tr>
<tr>
<td>o Check operation of load-handling attachments</td>
<td></td>
</tr>
</tbody>
</table>

---

![Propane Forklift Diagram]

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
<tbody>
<tr>
<td>KEY OFF Procedures:</td>
<td>ENGINE RUNNING Procedures:</td>
</tr>
<tr>
<td>o Visual inspection of</td>
<td>o Visual inspection of gauges</td>
</tr>
<tr>
<td>- Overhead guard</td>
<td>- Oil pressure indicator lamp</td>
</tr>
<tr>
<td>- Hydraulic cylinders</td>
<td>- Ammeter indicator lamp</td>
</tr>
<tr>
<td>- Mast assembly</td>
<td>- Hour meter</td>
</tr>
<tr>
<td>- Lift chains/rollers</td>
<td>- Water temperature gauge</td>
</tr>
<tr>
<td>o Examine the battery*</td>
<td>o Test standard equipment</td>
</tr>
<tr>
<td>o Check engine oil, hydraulic fluid and engine coolant levels*</td>
<td>- Steering</td>
</tr>
<tr>
<td>* Can be done once every 10 uses or monthly, as needed.</td>
<td>- Front, tail and brake lights</td>
</tr>
<tr>
<td></td>
<td>- Brakes</td>
</tr>
<tr>
<td></td>
<td>- Horn</td>
</tr>
<tr>
<td></td>
<td>- Safety seat (if applicable)</td>
</tr>
<tr>
<td>o Check operation of load-handling attachments</td>
<td>o Check transmission fluid level*</td>
</tr>
</tbody>
</table>

---

![Propane Forklift Diagram]
KEY OFF Procedures:
- Visual inspection of
  - Overhead guard
  - Hydraulic cylinders
  - Mast assembly
  - Lift chains/rollers
  - Forks
  - Tires
  - LPG tank hose
  - Gas gauge
- Examine the battery*
- Check engine oil, hydraulic fluid and engine coolant levels*
* Can be done once every 10 uses or monthly, as needed.

ENGINE RUNNING Procedures:
- Visual inspection of gauges
  - Oil pressure indicator lamp
  - Ammeter indicator lamp
  - Hour meter
  - Water temperature gauge
- Test standard equipment
  - Steering
  - Front, tail and brake lights
  - Brakes
  - Horn
  - Safety seat (if appl.)
- Check operation of load-handling attachments
- Check transmission fluid level*

IF YOU DISCOVER ANY PROBLEMS, REPORT TO YOUR SUPERVISOR IMMEDIATELY AND DO NOT USE THE LIFT TRUCK!
## DAILY LIFT TRUCK SAFETY INSPECTION CHECKLIST

### REACH TRUCK

Week of: ________________ to ________________  
Department: ____________________  
Location: _____________________  
Area Supervisor: ____________________

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
<tbody>
<tr>
<td>KEY OFF Procedures:</td>
<td>KEY ON Procedures:</td>
</tr>
<tr>
<td>o Visual inspection of</td>
<td>o Visual inspection of gauges</td>
</tr>
<tr>
<td>- Overhead guard</td>
<td>- Battery discharge indicator</td>
</tr>
<tr>
<td>- Hydraulic cylinders</td>
<td>- Hour meter</td>
</tr>
<tr>
<td>- Mast assembly</td>
<td>- Test standard equipment</td>
</tr>
<tr>
<td>- Lift chains/rollers</td>
<td>- Steering</td>
</tr>
<tr>
<td>- Forks</td>
<td>- Brakes</td>
</tr>
<tr>
<td>- Tires</td>
<td>- Lights</td>
</tr>
<tr>
<td>- Battery cables</td>
<td>- Horn</td>
</tr>
<tr>
<td>- Safety door</td>
<td>- Test control lever</td>
</tr>
<tr>
<td>- Hydraulic fluid</td>
<td>- Check operation of load-handling attachments</td>
</tr>
</tbody>
</table>

---

![Reach Truck Diagram]

---

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
<tbody>
<tr>
<td>KEY OFF Procedures:</td>
<td>KEY ON Procedures:</td>
</tr>
<tr>
<td>o Visual inspection of</td>
<td>o Visual inspection of gauges</td>
</tr>
<tr>
<td>- Overhead guard</td>
<td>- Battery discharge indicator</td>
</tr>
<tr>
<td>- Hydraulic cylinders</td>
<td>- Hour meter</td>
</tr>
<tr>
<td>- Mast assembly</td>
<td>- Test standard equipment</td>
</tr>
<tr>
<td>- Lift chains/rollers</td>
<td>- Steering</td>
</tr>
<tr>
<td>- Forks</td>
<td>- Brakes</td>
</tr>
<tr>
<td>- Tires</td>
<td>- Lights</td>
</tr>
<tr>
<td>- Battery cables</td>
<td>- Horn</td>
</tr>
<tr>
<td>- Safety door</td>
<td>- Test control lever</td>
</tr>
<tr>
<td>- Hydraulic fluid</td>
<td>- Check operation of load-handling attachments</td>
</tr>
</tbody>
</table>
**KEY OFF Procedures:**
- Visual inspection of
  - Overhead guard
  - Hydraulic cylinders
  - Mast assembly
  - Lift chains/rollers
  - Forks
  - Tires
  - Battery cables
  - Safety door
  - Hydraulic fluid

**Reach Truck**

**KEY ON Procedures:**
- Visual inspection of gauges
  - Battery discharge indicator
  - Hour meter
- Test standard equipment
  - Steering
  - Brakes
  - Lights
  - Horn
- Test control lever
- Check operation of load-handling attachments

---

**Date:**

**Inspector:**

---

**IF YOU DISCOVER ANY PROBLEMS, REPORT TO YOUR SUPERVISOR IMMEDIATELY AND DO NOT USE THE LIFT TRUCK!**
## DAILY LIFT TRUCK SAFETY INSPECTION CHECKLIST

**RIDING GRIP TOW TRACTOR**

Week of: ________________ to ________________  
Department: ________________

Location: ________________  
Area Supervisor: ________________

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
</table>
| o Visual inspection of  
- Lines and hoses  
- Battery  
- Safety switch  
- Hand guards | o Operations inspection  
- Test brakes  
- Check drive operations  
- Test horn  
- Check grip coupling |

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
</table>
| o Visual inspection of  
- Lines and hoses  
- Battery  
- Safety switch  
- Hand guards | o Operations inspection  
- Test brakes  
- Check drive operations  
- Test horn  
- Check grip coupling |

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
</table>
| o Visual inspection of  
- Lines and hoses  
- Battery  
- Safety switch  
- Hand guards | o Operations inspection  
- Test brakes  
- Check drive operations  
- Test horn  
- Check grip coupling |

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
</table>
| o Visual inspection of  
- Lines and hoses  
- Battery  
- Safety switch  
- Hand guards | o Operations inspection  
- Test brakes  
- Check drive operations  
- Test horn  
- Check grip coupling |

**IF YOU DISCOVER ANY PROBLEMS, REPORT TO YOUR SUPERVISOR IMMEDIATELY AND DO NOT USE THE LIFT TRUCK!**
### DAILY LIFT TRUCK SAFETY INSPECTION CHECKLIST
#### STAND-UP RIDING TOW TRACTOR

Week of: ________________ to ________________  
Department: __________________

Location: ____________________  
Area Supervisor: ____________________

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="link" alt="Image" /></td>
<td><img src="link" alt="Image" /></td>
</tr>
<tr>
<td><img src="link" alt="Image" /></td>
<td><img src="link" alt="Image" /></td>
</tr>
<tr>
<td><img src="link" alt="Image" /></td>
<td><img src="link" alt="Image" /></td>
</tr>
<tr>
<td><img src="link" alt="Image" /></td>
<td><img src="link" alt="Image" /></td>
</tr>
</tbody>
</table>

- **Visual inspection of**
  - Lines and hoses
  - Battery
  - Safety switch
  - Hand guards

- **Operations inspection**
  - Test brakes
  - Check drive operations
  - Test horn
  - Check tow hook and safety catch

---

**IF YOU DISCOVER ANY PROBLEMS, REPORT TO YOUR SUPERVISOR IMMEDIATELY AND DO NOT USE THE LIFT TRUCK!**
# DAILY LIFT TRUCK SAFETY INSPECTION CHECKLIST

## WALKING PALLET TRUCK

**Week of: __________ to __________**

**Department: ________________**

**Location: ________________**

**Area Supervisor: ________________**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Walking Pallet Truck</strong></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Walking Pallet Truck" /></td>
</tr>
<tr>
<td></td>
<td><strong>Operations inspection</strong></td>
</tr>
<tr>
<td></td>
<td>- Check drive operations</td>
</tr>
<tr>
<td></td>
<td>- Test brakes</td>
</tr>
<tr>
<td></td>
<td>- Check horn</td>
</tr>
<tr>
<td></td>
<td>- Inspect load-handling attachment operations</td>
</tr>
</tbody>
</table>

- **Visual inspection of**
  - Forks
  - Battery
  - Hand guards

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Walking Pallet Truck</strong></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Walking Pallet Truck" /></td>
</tr>
<tr>
<td></td>
<td><strong>Operations inspection</strong></td>
</tr>
<tr>
<td></td>
<td>- Check drive operations</td>
</tr>
<tr>
<td></td>
<td>- Test brakes</td>
</tr>
<tr>
<td></td>
<td>- Check horn</td>
</tr>
<tr>
<td></td>
<td>- Inspect load-handling attachment operations</td>
</tr>
</tbody>
</table>

- **Visual inspection of**
  - Forks
  - Battery
  - Hand guards

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Walking Pallet Truck</strong></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Walking Pallet Truck" /></td>
</tr>
<tr>
<td></td>
<td><strong>Operations inspection</strong></td>
</tr>
<tr>
<td></td>
<td>- Check drive operations</td>
</tr>
<tr>
<td></td>
<td>- Test brakes</td>
</tr>
<tr>
<td></td>
<td>- Check horn</td>
</tr>
<tr>
<td></td>
<td>- Inspect load-handling attachment operations</td>
</tr>
</tbody>
</table>

- **Visual inspection of**
  - Forks
  - Battery
  - Hand guards

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Walking Pallet Truck</strong></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Walking Pallet Truck" /></td>
</tr>
<tr>
<td></td>
<td><strong>Operations inspection</strong></td>
</tr>
<tr>
<td></td>
<td>- Check drive operations</td>
</tr>
<tr>
<td></td>
<td>- Test brakes</td>
</tr>
<tr>
<td></td>
<td>- Check horn</td>
</tr>
<tr>
<td></td>
<td>- Inspect load-handling attachment operations</td>
</tr>
</tbody>
</table>

- **Visual inspection of**
  - Forks
  - Battery
  - Hand guards

---

**IF YOU DISCOVER ANY PROBLEMS, REPORT TO YOUR SUPERVISOR IMMEDIATELY AND DO NOT USE THE LIFT TRUCK!**
# DAILY LIFT TRUCK SAFETY INSPECTION CHECKLIST

## WALKING TRANSTACKER

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
<th>o Operations inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>o Check drive operations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Test brakes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Check horn</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Inspect load-handling attachment operations</td>
</tr>
</tbody>
</table>

1. **Visual inspection of**
   - Forks
   - Battery
   - Hand guards

## Visual inspection of
- Forks
- Battery
- Hand guards

## Operations inspection
- Check drive operations
- Test brakes
- Check horn
- Inspect load-handling attachment operations

---

**IF YOU DISCOVER ANY PROBLEMS, REPORT TO YOUR SUPERVISOR IMMEDIATELY AND DO NOT USE THE LIFT TRUCK!**

# DAILY LIFT TRUCK SAFETY INSPECTION CHECKLIST

**YARD LIFT TRUCK**

Week of: _____________ to _____________

Department: __________________________________________________

Location: __________________________

Area Supervisor: __________________________

**Date:** __________________________  **Inspector:** __________________________

## KEY OFF Procedures:

- **Visual inspection of**
  - Overhead guard
  - Hydraulic cylinders
  - Mast assembly
  - Lift chains/rollers
  - Forks
  - Tires
  - LPG tank/locator pin
  - LPG tank hose
  - Gas gauge

- **Examine the battery***

- **Check engine oil, hydraulic fluid and engine coolant levels***

  * Can be done once every 10 uses or monthly, as needed.

![Yard Forklift Diagram](image)

## KEY ON Procedures:

- **Test standard equipment**
  - Front, tail and brake lights
  - Fuel gauge (if diesel)
  - Windshield wiper and heater*

- **Check operation of load-handling attachments**

- **Check transmission fluid level***

  * Can be done once every 10 uses or monthly, as needed.

## ENGINE RUNNING Procedures:

- **Visual inspection of gauges**
  - Oil pressure indicator lamp
  - Ammeter indicator lamp
  - Ammeter
  - Hour meter
  - Water temperature gauge

- **Test standard equipment**
  - Steering
  - Brakes
  - Horn
  - Safety seat (if applic.)

- **Check operation of load-handling attachments**

- **Check transmission fluid level***

  * Can be done once every 10 uses or monthly, as needed.

---

*IF YOU DISCOVER ANY PROBLEMS, REPORT TO YOUR SUPERVISOR IMMEDIATELY AND DO NOT USE THE LIFT TRUCK!*
## KEY OFF Procedures:
- Visual inspection of:
  - Overhead guard
  - Hydraulic cylinders
  - Mast assembly
  - Lift chains/rollers
  - Forks
  - Tires
  - LPG tank/locator pin
  - LPG tank hose
  - Gas gauge
- Examine the battery*.
- Check engine oil, hydraulic fluid and engine coolant levels*.

* Can be done once every 10 uses or monthly, as needed.

## KEY ON Procedures:
- Test standard equipment:
  - Front, tail and brake lights
  - Fuel gauge (if diesel)
  - Windshield wiper and heater*

## ENGINE RUNNING Procedures:
- Visual inspection of gauges:
  - Oil pressure indicator lamp
  - Ammeter indicator lamp
  - Ammeter
  - Hour meter
  - Water temperature gauge
- Test standard equipment:
  - Steering
  - Brakes
  - Horn
  - Safety seat (if applicable)
- Check transmission fluid level*.

* Can be done once every 10 uses or monthly, as needed.