

Training and Reference Materials Library / Sample Daily Checklists for Powered Industrial Trucks

Sample Daily Checklists for Powered Industrial Trucks

The following checklists are intended to assist in providing training on OSHA's revised powered industrial truck operator standards. They are not a substitute for any of the provisions of the Occupational Safety and Health Act of 1970, or for any standards issued by the U.S. Department of Labor's Occupational Safety and Health Administration (OSHA). OSHA wishes to acknowledge the UAW-Ford National Joint Committee on Health and Safety for granting permission to use the checklists and related graphics.

The revised OSHA standard for powered industrial truck training requires that an employer provide training to truck operators on a variety of topics. Among these topics are vehicle inspection and maintenance that the operator will be required to perform. The following checklists are being provided as part of OSHA's ongoing effort to assist employers and employees in ensuring that a safe and healthful workplace is provided. The lists serve as a guide only and may not be totally inclusive. Each type of powered industrial truck is unique and checklists pertinent to each type of vehicle should be modified accordingly. It is recommended that the manufacturer's instructions on vehicle maintenance and owner's and operator's responsibilities also be consulted. The OSHA standards for powered industrial trucks should be evaluated to ensure compliance.

Your workplace may have a variety of trucks that are being operated. They may include the following types of vehicles:

- Electric forklift trucks
- Propane forklift trucks
- Yard forklift trucks
- Electric transtacker
- Riding grip tow
- Stand-up riding tow tractor
- Walking pallet truck
- Walking transtacker
- Tow tractors
- Industrial tractors
- Reach trucks
- Order pickers

You may choose to use a checklist for each type of industrial truck you have in your workplace or compile one that can be used for any type of truck. Below are some sample checklists for various types of trucks, as well as a generic list that can be modified to suit your workplace needs.

Daily Inspection Checklist: Electric Forklift Truck

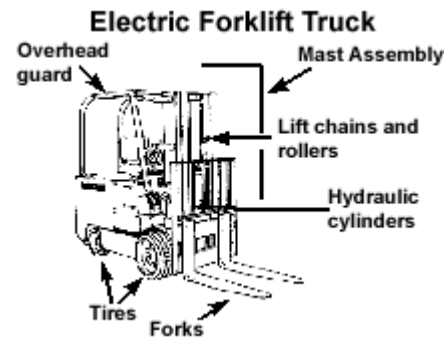
KEY OFF Procedures

- The vehicle inspection
 - Overhead guard
 - Hydraulic cylinders
 - Mast assembly

- Lift chains and rollers
- Forks
- Tires
- Examine the battery
- Check the hydraulic fluid level

KEY ON Procedures

- Check the gauges
 - Hour meter
 - Battery discharge indicator
- Test the standard equipment
 - Steering
 - Brakes
 - Front, tail, and brake lights
 - Horn
 - Safety seat (if equipped)
- Check the operation of load-handling attachments



Daily Inspection Checklist: Propane Forklift Truck

KEY OFF Procedures

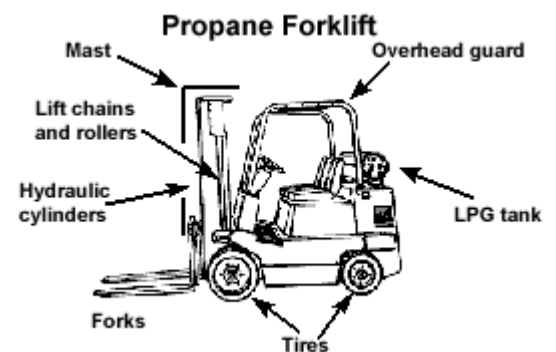
- The vehicle inspection
 - Overhead guard
 - Hydraulic cylinders
 - Mast assembly
 - Lift chains and rollers
 - Forks
 - Tires
 - LPG tank and locator pin
 - LPG tank hose
 - Gas gauge
- Check the engine oil level
- Examine the battery
- Check the hydraulic fluid level
- Check the engine coolant level

KEY ON Procedures

- Test the front, tail, and brake lights

ENGINE RUNNING Procedures

- Check the gauges
 - Oil pressure indicator lamp
 - Ammeter indicator lamp
 - Hour meter
 - Water temperature gauge
- Test the standard equipment
 - Steering



- Brakes
- Horn
- Safety seat (if equipped)
- Check the operation of load-handling attachments
- Check the transmission fluid level

Daily Inspection Checklist: Yard Forklift Truck

KEY OFF Procedures

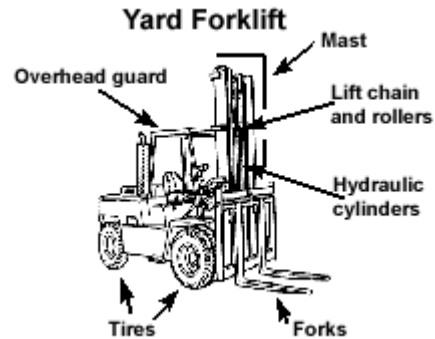
- The vehicle inspection
 - Overhead guard
 - Hydraulic cylinders
 - Mast assembly
 - Lift chains and rollers
 - Forks
 - Tires
 - LPG tank and locator pin
 - LPG tank hose
 - Gas gauge
- Check the engine oil level
- Examine the battery
- Inspect the hydraulic fluid level
- Check the engine coolant level

KEY ON Procedures

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

ENGINE RUNNING Procedures

- Check the gauges
 - Oil pressure indicator lamp
 - Ammeter indicator lamp
 - Ammeter
 - Hour Meter
 - Water Temperature Gauge
- Test the standard equipment
 - Steering
 - Brakes
 - Horn
 - Safety seat (if equipped)
- Check the operation of load-handling attachments
- Check the transmission fluid level



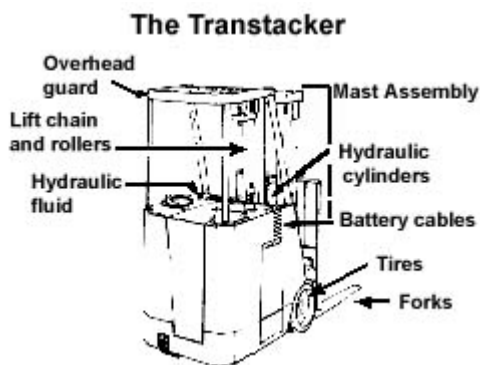
Daily Inspection Checklist: Electric Transtacker

KEY OFF Procedures

- The vehicle inspection
 - Overhead guard
 - Hydraulic cylinders
 - Mast assembly
 - Lift chains and rollers
 - Forks
 - Tires
 - Battery cables

KEY ON Procedures

- Check the gauges
 - Battery discharge indicator
 - Hour meter
- Test the standard equipment
 - Steering Brakes
 - Lights
 - Horn
- Test the control lever
- Check the operation of load-handling attachments



Daily Inspection Checklist: Riding Grip Tow

- The vehicle inspection
 - Lines and hoses
 - Battery
 - Safety switch
 - Hand guards
- The operations inspection
 - Test the brakes
 - Check the drive operations
 - Test the horn
 - Check the grip coupling

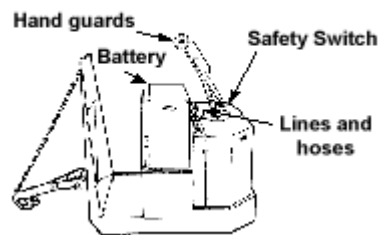
Riding Grip Tow



Daily Inspection Checklist: Stand-up Riding Tow Tractor

- The vehicle inspection
 - Lines and hoses
 - Battery
 - Safety switch
 - Hand guards
- The operations inspection
 - Test the brakes
 - Check the drive operations

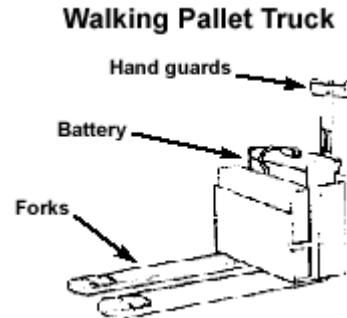
Stand-up Riding Tow Tractor



- Test the horn
- Check the tow hook and safety catch

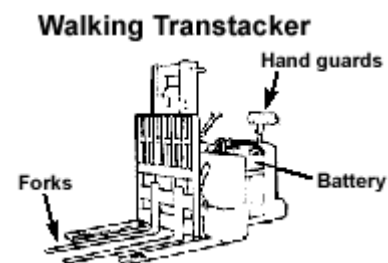
Daily Inspection Checklist: Walking Pallet Truck

- The vehicle inspection
 - Forks
 - Battery
 - Hand guards
- The operations inspection
 - Check the drive operations
 - Test the brakes
 - Check the horn
 - Inspect the load-handling attachment operations



Daily Inspection Checklist: Walking Transtacker

- The vehicle inspection
 - Forks
 - Battery
 - Hand guards
- The operations inspection
 - Check the drive operations
 - Test the brakes
 - Check the horn
 - Inspect the load-handling attachment operations



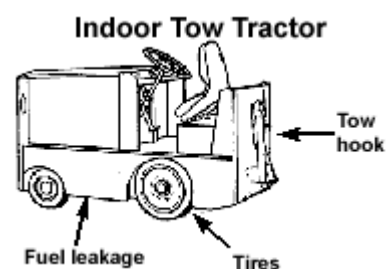
Daily Inspection Checklist: Indoor Propane Tow Tractor

KEY OFF Procedures

- The vehicle inspection
 - Fluid leakage
 - Tires
 - Tow hook
 - Windshield (if equipped)
 - Overhead guard (if equipped)
 - LPG tank and locator pin
 - LPG tank hose
 - Gas gauge
- Check the engine oil level
- Check the engine coolant level
- Examine the battery

KEY ON Procedures

- Test the front, tail, and brake lights



- Check the gauges
 - Oil pressure gauge
 - Ammeter
 - Water temperature gauge
 - Hour meter

ENGINE RUNNING Procedures

- Inspect the standard equipment
 - Steering
 - Brakes
 - Horn
 - Safety seat (if equipped)
- Check the transmission fluid level

Daily Inspection Checklist: Industrial Tractors

KEY OFF Procedures

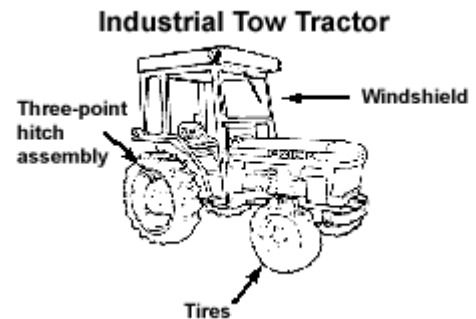
- The vehicle inspection
 - Windshield
 - Tires
 - Three-point hitch assembly
- Engine oil
- Engine coolant

KEY ON Procedures

- Check gauges
 - Oil and battery lights
 - Temperature
 - Hour meter
- Standard equipment
 - Steering
 - Front, tail, and brake lights
 - Horn

ENGINE RUNNING Procedures

- Standard equipment
 - Windshield wiper
 - Brakes
 - Hoist operation

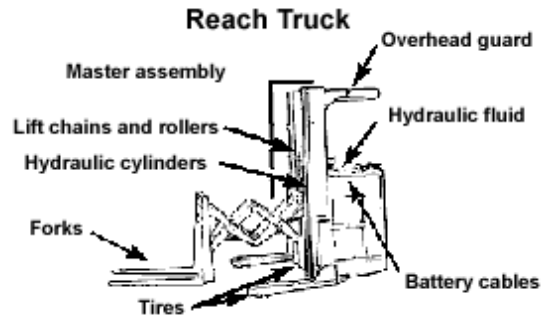


Daily Inspection Checklist: Reach Truck

KEY OFF Procedures

- The vehicle inspection
 - Overhead guard

- o Hydraulic cylinders
- o Mast assembly
- o Lift chains and rollers
- o Forks
- o Tires
- o Battery cables
- o Hydraulic fluid



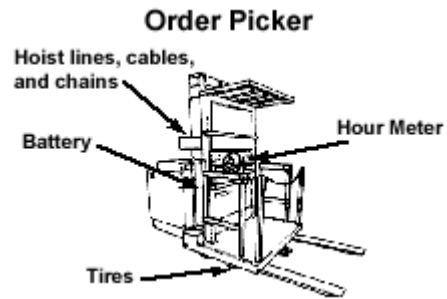
KEY ON Procedures

- Check the gauges
 - o Battery discharge indicator
 - o Hour meter
- Test the standard equipment
 - o Steering
 - o Brakes
 - o Lights
 - o Horn
- Test the control lever
- Check the operation of load-handling attachments

Daily Inspection Checklist: Order Picker

KEY OFF Procedures

- The vehicle inspection
 - o Hoist lines, cables, and chains
 - o Hour meter
 - o Tires
 - o Battery cables
 - o Limiting device



KEY ON Procedures

- Check the battery discharge indicator
- Test the standard equipment
 - o Safety interlock
 - o Steering
 - o Brakes
 - o Lights
 - o Horn
- Check the accessories
 - o Gripper jaws
 - o Work platform

Sample Generic Checklist for Powered Industrial Trucks

| | |
|--------------------------|--|
| <input type="checkbox"/> | Overhead Guard - Are there broken welds, missing bolts, or damaged areas? |
| <input type="checkbox"/> | Hydraulic Cylinders - Is there leakage or damage on the lift, tilt, and attachment functions of the cylinders? |

| | |
|--------------------------|--|
| <input type="checkbox"/> | Mast Assembly - Are there broken welds, cracked or bent areas, and worn or missing stops? |
| <input type="checkbox"/> | Lift Chains and rollers |
| <input type="checkbox"/> | Is there wear or damage or kinks, signs of rust, or any sign that lubrication is required? |
| <input type="checkbox"/> | Is there squeaking? |
| <input type="checkbox"/> | Forks |
| <input type="checkbox"/> | Are they cracked or bent , worn, or mismatched? |
| <input type="checkbox"/> | Is there excessive oil or water on the forks? |
| <input type="checkbox"/> | Tires - What do the tires look like? |
| <input type="checkbox"/> | Are there large cuts that go around the circumference of the tire? |
| <input type="checkbox"/> | Are there large pieces of rubber missing or separated from the rim? |
| <input type="checkbox"/> | Are there missing lugs? |
| <input type="checkbox"/> | Is there bond separation that may cause slippage? |
| <input type="checkbox"/> | Battery Check |
| <input type="checkbox"/> | Are the cell caps and terminal covers in place? |
| <input type="checkbox"/> | Are the cables missing insulation? |
| <input type="checkbox"/> | Hydraulic Fluid - Check level? |
| <input type="checkbox"/> | Gauges - Are they all properly working? |
| <input type="checkbox"/> | Steering |
| <input type="checkbox"/> | Is there excessive free play? |
| <input type="checkbox"/> | If power steering, is the pump working? |
| <input type="checkbox"/> | Brakes |
| <input type="checkbox"/> | If pedal goes all the way to the floor when you apply the service brake, that is the first indicator that the brakes are bad. Brakes should work in reverse, also. |
| <input type="checkbox"/> | Does the parking brake work? The truck should not be capable of movement when the parking brake is engaged. |
| <input type="checkbox"/> | Lights - If equipped with lights, are they working properly? |
| <input type="checkbox"/> | Horn - Does the horn work? |
| <input type="checkbox"/> | Safety seat - if the truck is equipped with a safety seat is it working? |
| <input type="checkbox"/> | Load Handling Attachments |
| <input type="checkbox"/> | Is there hesitation when hoisting or lowering the forks, when using the forward or backward tilt, or the lateral travel on the side shift? |
| <input type="checkbox"/> | Is there excessive oil on the cylinders? |

| | |
|--------------------------|---|
| <input type="checkbox"/> | Propane Tank - Is the tank guard bracket properly positioned and locked down? |
| <input type="checkbox"/> | Propane Hose |
| <input type="checkbox"/> | Is it damaged? It should not be frayed, pinched, kinked, or bound in any way. |
| <input type="checkbox"/> | Is the connector threaded on squarely and tightly? |
| <input type="checkbox"/> | Propane Odor - If you detect the presence of propane gas odor, turn off the tank valve and report the problem. |
| <input type="checkbox"/> | Engine Oil - Check levels. |
| <input type="checkbox"/> | Engine Coolant - Visually check the level. Note: Never remove the radiator cap to check the coolant level when the engine is running or while the engine is hot. Stand to the side and turn your face away. Always use a glove or rag to protect your hand. |
| <input type="checkbox"/> | Transmission Fluid - Check levels? |
| <input type="checkbox"/> | Windshield Wipers - Do they work properly? |
| <input type="checkbox"/> | Seat Belts - Do they work? |
| <input type="checkbox"/> | Safety Switch - (found on stand up riding tow tractors) Is it working? |
| <input type="checkbox"/> | Hand guards - (found on stand up riding tow tractors, walking pallet trucks, walking transtackers) Are they in place? |
| <input type="checkbox"/> | Tow Hook |
| <input type="checkbox"/> | Does it engage and release smoothly? |
| <input type="checkbox"/> | Does the safety catch work properly? |
| <input type="checkbox"/> | Control Lever - Does the lever operate properly? |
| <input type="checkbox"/> | Safety Interlock - (found on order pickers) If the gate is open, does the vehicle run? |
| <input type="checkbox"/> | Gripper Jaws - (found on order pickers) Do the jaws open and close quickly and smoothly? |
| <input type="checkbox"/> | Work Platform - (found on order pickers) Does the platform raise and lower smoothly? |

UNITED STATES DEPARTMENT OF LABOR

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