



Daily Inspection Checklist

Internal Combustion Engine Industrial Truck - Gas/LPG/Diesel Truck

Record of Fuel Added

Date		Operator		Fuel	
Truck#		Model#		Engine Oil	
		Serial#		Radiator Coolant	
Shift		Hour Meter		Hydraulic Oil	

Safety and Operational Checks (Prior to each shift)

Pre-Operation Check (Engine off)	✓	Explain any problems
Leaks - Fuel, Hydraulic Oil, Engine Oil or Radiator Coolant		
Tires - Condition and Pressure		
Forks, Top Clip Retaining Pin and Heel - Check Condition		
Load Backrest - Securely Attached		
Hydraulic Hoses, Mast Chains, Cables and Stops - Check Visually		
Overhead Guard - Attached		
Finger Guards - Attached		
Propane Tank (LP Gas Truck) - Rust Corrosion, Damage		
Safety Warnings - Attached (Refer to Parts Manual for Location)		
Battery - Check Water/Electrolyte Level and Charge		
All Engine Belts - Check Visually		
Hydraulic Fluid Level - Check Level		
Engine Oil Level - Dipstick		
Transmission Fluid Level - Dipstick		
Engine Air Cleaner - Squeeze Rubber Dirt Trap or Check the Restriction Alarm (if equipped)		
Fuel Sedimentor (Diesel)		
Radiator Coolant - Check Level		
Operator's Manual - In Container		
Nameplate - Attached and Information Matches Model, Serial Number and Attachments		
Seat Belt - Functioning Smoothly		
Hood Latch - Adjusted and Securely Fastened		
Brake Fluid - Check Level		
Operational Check (Engine on)	✓	Explain any problems
Accelerator or Direction Control Pedal - Functioning Smoothly		
Service Brake - Functioning Smoothly		
Parking Brake - Functioning Smoothly		
Steering Operation - Functioning Smoothly		
Drive Control - Forward/Reverse - Functioning Smoothly		
Tilt Control - Forward/Reverse - Functioning Smoothly		
Hoist and Lowering Control - Functioning Smoothly		
Attachment Control - Operation		
Horn and Lights - Functioning		
Cab (if equipped) - Heater, Defroster, Wipers - Functioning		
Gauges: Engine Oil Pressure, Hour Meter, Fuel Level, Temperature, Instrument Monitors - Functioning		



Electric Industrial Truck

Record of Fuel Added

Date		Operator		Battery Water	
Truck#		Model#		Hydraulic Oil	
Department		Serial#			
Shift		Drive Hour Meter Reading		Hoist Hour Meter Reading	

Safety and Operational Checks (Prior to each shift)

Pre-Operation Check (Motor off)	✓	Explain any problems
Leaks - Hydraulic Oil, Battery		
Tires - Condition and Pressure		
Forks, Top Clip Retaining Pin and Heel - Condition		
Load Backrest - Securely Attached		
Hydraulic Hoses, Mast Chains, Cables and Stops - Check Visually		
Overhead Guard - Attached		
Finger Guards - Attached		
Propane Tank (LP Gas Truck) - Rust Corrosion, Damage		
Safety Warnings - Attached (Refer to Parts Manual for Location)		
Battery - Water/Electrolyte Level and Charge		
All Engine Belts - Check Visually		
Hydraulic Fluid Level - Dipstick		
Transmission Fluid Level - Dipstick		
Operator's Manual - In Container		
Capacity Plate Attached - Information Matches Model, Serial Number and Attachments		
Battery Restraint System - Adjust and fasten		
Operator Protection		
Sit-down Truck - Seat Belt – Functioning Smoothly		
Man-up Truck – Fall protection/Restraining means - Functioning		
Brake Fluid - Check Level		

Operational Check (Motor on)	✓	Explain any problems
Accelerator Linkage – Functioning Smoothly		
Parking Brake – Functioning Smoothly		
Service Brake – Functioning Smoothly		
Steering Operation - Functioning Smoothly		
Drive Control - Forward/Reverse - Functioning Smoothly		
Tilt Control - Forward/Reverse - Functioning Smoothly		
Hoist and Lowering Control - Functioning Smoothly		
Attachment Control - Operation		
Horn - Functioning		
Lights & Alarms (where present) – Functioning		
Hour Meter – Functioning		
Battery Discharge Indicator – Functioning		
Instrument Monitors – Functioning		