

# Pre-Shift Lift Truck Inspection Report

— As required by OSHA Regulation: 29 CFR 1910.178 Powered Industrial Trucks —

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Unit No. \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Serial Number \_\_\_\_\_

Attachments \_\_\_\_\_ Operator Name \_\_\_\_\_ Shift \_\_\_\_\_

<b>HOUR METER READING:</b> _____ hours.	<b>Needs Attn.</b>	<b>OK</b>	<b>NA</b>
<b>Overhead Guard</b> —Are there broken welds, missing bolts, or damaged areas?			
<b>Hydraulic Cylinders</b> —Is there leakage or damage on the lift or tilt cylinders on the mast or attachments?			
<b>Mast Assembly</b> —Are there broken welds, cracked or bent areas, and worn or missing stops?			
<b>Lift Chains and Rollers</b> —Is there wear or damage or kinks, signs of rust, or any sign that lubrication is required? Is there squeaking?			
<b>Forks</b> —Are they cracked or bent, worn, or mismatched? Is there excessive oil or water on the forks?			
<b>Tires</b> —What do the tires look like? Are there large cuts that go around the circumference of the tire? Are there large pieces of rubber missing or separated from the rim? Are there missing lugs? Is there bond separation that may cause slippage?			
<b>Battery Check</b> —Are the cell caps and terminal covers in place? Are the cables missing insulation?			
<b>Hydraulic Fluid</b> —Check fluid level.			
<b>Gauges</b> —Are they working properly?			
<b>Steering</b> —Is there excessive free play? If power steering, is the pump working?			
<b>Brakes</b> —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. Does the parking brake work? The truck should not be capable of movement when the parking brake is engaged.			
<b>Lights</b> —If equipped with lights, are they working?			
<b>Horn</b> —Does the horn work?			
<b>Safety Seat and Seat Belt</b> —If the truck is equipped with a safety seat is it working? If the seat is equipped with a seat belt is it working properly?			
<b>Load Handling Attachments</b> —Is there hesitation when hoisting or lowering the forks, when using the forward or backward tilt, or the lateral travel on the side shift? Is there excessive oil on the cylinders?			
<b>Propane Tank</b> —Is the tank guard bracket properly positioned and locked down?			
<b>Propane Hose</b> —Is it damaged? It should not be frayed, pinched, kinked, or bound in any way. Is the connector threaded on squarely and tightly?			
<b>Propane Odor</b> —If you detect the presence of propane gas odor, turn off the tank valve and report the problem.			
<b>Engine Oil</b> —Check engine oil level.			
<b>Engine Coolant</b> —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.			
<b>Transmission Fluid</b> —Check fluid level.			
<b>Control Lever(s)</b> —Do the levers operate properly?			
<b>Safety Interlock</b> —(found on order pickers) If the gate is open, does the vehicle run?			
<b>Gripper Jaws</b> —(found on order pickers) Do the jaws open and close quickly and smoothly?			
<b>Work Platform</b> —(found on order pickers) Does the platform raise and lower smoothly?			

Remarks: \_\_\_\_\_

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