

Pre-Operational Safety Checklist: Internal Combustion/Propane Counterbalance Truck

Counterbalance Internal Combustion Truck Daily Check List

Date: ___ / ___ / ___ Truck #: _____ Operator: _____

Hour Meter: _____ Dept.: _____ Fuel: _____

✓ = No problem visible

X = Problem is detected

	Visual Inspection	✓	X
1	Propane Pressure Relief Value		
	Propane Fuel Level		
	No Leaks		
	Safety Straps		
2	Rear Tire (Left)		
3	Engine - Oil Level		
	Battery Connectors		
	Radiator Fluid		
	Air Filter		
	Fan Belt		
4	Hydraulic Oil Level		
5	Overhead Guard		
6	Front Tire (Left)		
7	Tilt Cylinder (Left)		
8	Carriage		
9	Fork Locking Pins		
10	Forks		
11	Mast		
12	Lift Cylinders		
13	Lift Chains & Hoses		
14	Attachment (if applicable)		
15	Tilt Cylinder (Right)		
16	Front Tire (Right)		
17	Capacity Data Plate		
18	Seat & Seatbelt		
19	Rear Tire (Right)		
20	Fire Extinguisher		

	Operational Inspection	✓	X
A	Seat Belt		
B	Horn		
C	Lights		
D	Gauges		
E	Parking Brake		
F	Lift/Lowering Control		
G	Tilt Control		
H	Sideshifter (if applicable)		
I	Forward Drive and Braking		
J	Reverse Drive and Braking		
K	Oil Spots on Floor		
L	Listen for Unusual Noise		
M	Scale Tested (if applicable)		
N	Other		

Comments: _____

Caution: This is not a complete list of all items which may require attention. Operators are responsible for ensuring that the lift truck is in proper working condition in accordance with the manufacturer's specifications. **DO NOT** operate the lift truck if a problem is detected. Report any problems to the supervisor immediately.

Signed: _____

White - Supervisor Yellow - remains in book

To be completed by designated operator and forwarded to the supervisor prior to the shift.



Pre-Operational Safety Checklist: Electric Pallet Truck

Electric Pallet Truck Daily Check List

Date: ___ / ___ / ___ Truck #: _____ Operator: _____

Hour Meter: _____ Dept.: _____ Charged: _____

✓ = No problem visible

X = Problem is detected

	Visual Inspection	✓	X
1	Battery - Water Level		
	Vent Caps		
	Cables		
2	Battery Connector		
3	Key Switch		
4	Capacity Data Plate		
5	Control Handle		
6	Safety Reversing Switch		
7	Power Head		
8	Drive Wheel		
9	Stabilizers		
10	Fork (Right)		
11	Load Wheels (Right)		
12	Load Wheels (Left)		
13	Fork (Left)		

	Operational Inspection	✓	X
A	Horn		
B	Gauges		
C	Lights		
D	Lift/Lowering Control		
E	Forward Drive and Braking		
F	Reverse Drive and Braking		
G	Safety Reversing Switch		
H	Oil Spots on Floor		
I	Listen for Unusual Noise		
J	Scale Tested (if applicable)		
K	Other		

Comments: _____

Caution: This is not a complete list of all items which may require attention. Operators are responsible for ensuring that the lift truck is in proper working condition in accordance with the manufacturer's specifications.

DO NOT operate the lift truck if a problem is detected. Report any problems to the supervisor immediately.

Signed: _____

White - Supervisor Yellow - remains in book

To be completed by designated operator and forwarded to the supervisor prior to the shift.