**Operator's Daily Checklist - Internal Combustion Engine Industrial Truck - Gas/LPG/Diesel Truck  
  
Record of Fuel Added**

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

**SAFETY AND OPERATIONAL CHECKS (PRIOR TO EACH SHIFT)**  
Have a **qualified** mechanic correct all problems.

|  |  |  |
| --- | --- | --- |
| **Engine “Off” Checks** | OK | Maintenance |
| 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 only) |  |  |
| 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 |  |  |
| **Engine “On” Checks – Unusual Noises Must Be Investigated Immediately** | OK | Maintenance |
| 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 and Back – Functioning Smoothly |  |  |
| Hoist and Lowering Control – Functioning Smoothly |  |  |
| Attachment Control – Operation |  |  |
| Horn and Lights – Functioning |  |  |
| Cab (if equipped) – Heater, Defroster, Wipers – Functioning |  |  |
| Gauges: Ammeter, Engine Oil Pressure, Hour Meter, Fuel Level, Temperature, Instrument Monitors – Functioning |  |  |

**See page 2 for the Electric Forklift Inspection checklist.**

**Operator's Daily Checklist - Electric Industrial Truck  
  
Record of Fluid 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)**  
Have a **qualified** mechanic correct all problems.

|  |  |  |
| --- | --- | --- |
| **Motor “Off” Checks** | OK | Maintenance |
| Leaks – Hydraulic Oil, Battery |  |  |
| Tires – Condition and Pressure |  |  |
| Forks, Top Clip Retaining Pin and Heel -- Condition |  |  |
| Load Backrest Extension – Attached |  |  |
| Hydraulic Hoses, Mast Chains, Cables & Stops – Check Visually |  |  |
| Finger Guards – Attached |  |  |
| Overhead Guard – Attached |  |  |
| Safety Warnings – Attached (Refer to Parts Manual for Location) |  |  |
| Battery – Water/Electrolyte Level and Charge |  |  |
| 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 Sitdown Truck - Seat Belt – Functioning Smoothly Man-up Truck – Fall protection/Restraining means - Functioning |  |  |
| Brake Fluid – Check level |  |  |
| **Motor “On” Checks (Unusual Noises Must Be Investigated Immediately)** | OK | Maintenance |
| 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 and Back – 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 |  |  |

**ALL OPERATORS MUST BE TRAINED AND EVALUATED ON THE TYPES OF INDUSTRIAL TRUCKS AND ATTACHMENTS THEY WILL BE OPERATING.**