



# Operators Daily Checklist

Model \_\_\_\_\_ Serial No. \_\_\_\_\_ Week beginning \_\_\_\_\_ 20\_\_\_\_

Note: This check must be made by the truck operator daily at the start of the shift. Certain items listed are not included on some models. Check all items applicable to unit noted above.

Shift No. \_\_\_\_\_

Truck No. \_\_\_\_\_

Check (✓) appropriate box  OK  Needs repair or adjustments (give details in comments section)

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
VISUAL CHECKS	<b>DAMAGE</b> bent, dented or broken parts	OK	OK	OK	OK	OK	OK	OK
	<b>LEAKS</b> drive unit, brakes, hydraulics	OK	OK	OK	OK	OK	OK	OK
	<b>TIRES &amp; WHEELS</b> drive wheels, load wheels, casters	OK	OK	OK	OK	OK	OK	OK
	<b>FORKS</b> in place, properly secured	OK	OK	OK	OK	OK	OK	OK
	<b>CHAINS, CABLES &amp; HOSES</b> in place	OK	OK	OK	OK	OK	OK	OK
	<b>HOUR METER</b> operating	OK	OK	OK	OK	OK	OK	OK
	<b>BATTERY</b> water level, vent caps in place, cleanliness	OK	OK	OK	OK	OK	OK	OK
	<b>BATTERY CONNECTOR</b> cracked, burnt, tight fitting	OK	OK	OK	OK	OK	OK	OK
	<b>GUARDS</b> overhead, load backrest, battery retainer	OK	OK	OK	OK	OK	OK	OK
	<b>SAFETY DEVICES</b> flashing lights, indicator lights, safety shield operator harness, warning labels, etc. in condition as equipped	OK	OK	OK	OK	OK	OK	OK
<b>HORN</b> sounds	OK	OK	OK	OK	OK	OK	OK	
OPERATIONAL CHECKS	<b>STEERING</b> no binding, no excessive play	OK	OK	OK	OK	OK	OK	OK
	<b>TRAVEL CONTROLS</b> all speed ranges, forward & reverse, no unusual noise	OK	OK	OK	OK	OK	OK	OK
	<b>HYDRAULIC CONTROLS</b> raise & lower, tilt forward & rearward reach in & out, sideshift right & left, etc., no unusual noise	OK	OK	OK	OK	OK	OK	OK
	<b>BRAKES</b> stop truck within required distance, work smoothly, brake override functions	OK	OK	OK	OK	OK	OK	OK
	<b>PARKING BRAKE</b> seat, hand, foot	OK	OK	OK	OK	OK	OK	OK
	<b>BATTERY CHARGE</b> discharge meter in full green or 75% charge after raising forks	OK	OK	OK	OK	OK	OK	OK
	<b>POWER DISCONNECT</b> cuts off all electric power	OK	OK	OK	OK	OK	OK	OK
	<b>ATTACHMENTS</b> function properly, no unusual noise	OK	OK	OK	OK	OK	OK	OK
	<b>LIMIT SWITCHES</b> travel limit, lift limit, tilt limit, etc.	OK	OK	OK	OK	OK	OK	OK
	<b>HOUR METER READING</b>							
<b>OPERATOR'S INITIALS</b>								
<b>SUPERVISOR'S OK</b>								

COMMENTS: (Items needing repair or adjustment) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CAUTION - If the truck is found to be in need of repair or in any way unsafe, or contributes to an unsafe condition, the matter shall be reported immediately to the designated authority, and the truck shall not be operated until it has been restored to safe operating condition.

If during operation, the truck becomes unsafe in any way, the matter shall be reported immediately to the designated authority, and the truck shall not be operated until it has been restored to safe operating condition.

Do not make repairs or adjustments unless specifically authorized to do so.