



Operator's 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)

Inspection Sequence		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
VISUAL CHECKS	DAMAGE Bent, dented or broken parts	OK	OK	OK	OK	OK	OK	OK
	LEAKS Drive unit, brakes, hydraulics	OK	OK	OK	OK	OK	OK	OK
	TIRES & WHEELS Drive wheels, steer wheels, load wheels, casters, etc.	OK	OK	OK	OK	OK	OK	OK
	FORKS Secure, not bent, cracked or badly worn.	OK	OK	OK	OK	OK	OK	OK
	CHAINS, CABLES & HOSES In place	OK	OK	OK	OK	OK	OK	OK
	BATTERY Battery cable and connector condition. Cable routing (not outside of truck). Battery retainer securely in place.	OK	OK	OK	OK	OK	OK	OK
	GUARDS All guards in place and condition. Overhead, load backrest, etc. Gates and side rails (SP & Turret Models)	OK	OK	OK	OK	OK	OK	OK
	MECHANICAL SAFETY DEVICES Safety shield, entry bar, operator harness, warning labels, etc. in good condition.	OK	OK	OK	OK	OK	OK	OK
	OPERATOR COMPARTMENT/CONTROLS All controls, steer tiller, pedals, etc. in good condition. Seat locks in position. Pallet grab/release.	OK	OK	OK	OK	OK	OK	OK
	OPERATIONAL CHECKS	POWER UP Turn on key. All indicator lights and alarms working.	OK	OK	OK	OK	OK	OK
POWER DISCONNECT Cuts off all electric power		OK	OK	OK	OK	OK	OK	OK
ELECTRICAL SAFETY DEVICES Horn, audible signals, entry bar, flashing lights, indicator lights, etc. work properly		OK	OK	OK	OK	OK	OK	OK
STEERING No binding, no excessive play		OK	OK	OK	OK	OK	OK	OK
BRAKES & TRAVEL CONTROLS Check braking & plugging distances while traveling slowly at first. If ok, then check at higher speeds. Acceleration smooth, not jerky.		OK	OK	OK	OK	OK	OK	OK
PARKING BRAKE Seat, hand or foot		OK	OK	OK	OK	OK	OK	OK
HYDRAULIC CONTROLS Test all hydraulic functions for smooth and proper operation and no unusual noise.		OK	OK	OK	OK	OK	OK	OK
ATTACHMENTS Function properly, no unusual noise, securely in place especially removable attachments.		OK	OK	OK	OK	OK	OK	OK
LIMIT SWITCHES Travel limit, lift limit, tilt limit, safety reverse (walkies), etc.		OK	OK	OK	OK	OK	OK	OK
BATTERY CHARGE Discharge meter in full green or 75% charge after raising forks.		OK	OK	OK	OK	OK	OK	OK
WIRE GUIDANCE (SP and Turret Option) Acquisition, tracking. Brakes set, alarm works - test by slowly driving off end aisle wire.	OK	OK	OK	OK	OK	OK	OK	
END AISLE CONTROL (SP and Turret Option) Alarm beeps and truck slows down or stops as programmed at aisle end.	OK	OK	OK	OK	OK	OK	OK	
HR METER READING								
OPERATOR'S INITIALS								
SUPERVISOR'S OK								

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.