|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Truck Number |  |  |  |  |  |
| Date: |  | Shift: |  |  |  |
| Operators Name: |  |  | Operators Signature: |  |

**KEY OFF Procedures:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Overhead Guard |  |  | Check for leaks around lift |
|  | Hydraulic Cylinders |  |  | Mast Assembly |
|  | Hydraulic Hoses |  |  | Forks |
|  | Mast Assembly |  |  | Examine the Battery Condition and Fluid Level |
|  | Lift Chains and Rollers |  |  | Check the Hydraulic Fluid Level |
|  | Condition of Seat and Seat Belt |  |  | Tires |

**KEY ON Procedures**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Test Front, Tail and Brake Lights |  |  | Hour Meter |
|  | Check the Gauges |  |  | Battery Discharge Indicator |

**Test the Standard Equipment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Steering |  |  | Safety Seat (if equipped) |
|  | Brakes |  |  | Check the Operation of Load-Handling Attachments |
|  | Horn |  | **\_\_\_\_** | Fire Extinguisher |
|  | Back-up Alarm (if equipped) |  |  |  |

**IF LIFT TRUCK FAILS ANY PART OF THIS INSPECTION, REMOVE THE KEY AND REPORT THE PROBLEM TO YOUR SUPERVISOR:**

|  |  |
| --- | --- |
| **Comments:** |  |
|  |
|  |

| **Revision / Review History** |
| --- |
| **Revision** | **Date** | **Authorized By** | **Changes** |
| 1 | 9/11/2000 | Safety Director | New Program |
| 1 | 1/15/2001 | Safety Director | Annual Review |
| 1 | 1/10/2002 | Safety Director | Annual Review |
| 1 | 1/11/2003 | Safety Director | Annual Review |
| 1 | 1/15/2004 | Safety Director | Annual Review |
| 1 | 1/10/2005 | Safety Director | Annual Review |
| 1 | 6/27/2006 | Safety Director | Annual Review |
| 1 | 9/6/2007 | Safety Director | Annual Review |
| 1 | 6/13/2008 | Safety Director | Annual Review |
| 1 | 7/15/2009 | Safety Director | Annual Review |
| 1 | 8/23/2010 | Safety Director | Annual Review |
| 1 | 10/3/2012 | Safety Director | Annual Review |
| 1 | 11/10/2012 | Safety Director | Annual Review |
| 1 | 9/25/2013 | Safety Director | Annual Review |
| 1 | 9/5/2014 | Safety Director | Annual Review |
| 1 | 1/19/2015 | Safety Director | Annual Review |
| 2 | 6/30/2016 | Safety Director | Annual Review-Updated and new format |
| 2 | 6/30/2017 | Safety Director | Annual Review |
| 2 | 11/28/18 | Safety Director | Annual Review |
| 2 | 6/7/2019 | Safety Director | Annual Review |