

IPE INDUSTRIAL & PRODUCTS & EQUIPMENT

FORKLIFT DAILY SHIFT CHECKLIST

Forklift Brand _____ Date _____
Forklift Model Number _____ Inspected by _____

Industrial trucks shall be examined at least daily before being placed in service for that day. If the truck is used daily on more than one shift, it shall be inspected after each shift. If any items "Fail" mark unit "Do not Use" and arrange repairs.

Pass	Fail	ITEMS TO BE CHECKED
___	___	Tires
___	___	Horn / reverse alarm
___	___	Lights
___	___	Battery
___	___	Controller
___	___	Lift, chains, cables, forks, etc.
___	___	Brakes (normal and emergency)
___	___	Steering Mechanism
___	___	Hydraulic system. Leak free and hydraulic fluid level
___	___	Fuel system, no leaks or smell in propane system
___	___	Truck is clean, free of lint, excess oil and grease
___	___	Overhead guards
___	___	Gauges
___	___	Seat belts
___	___	Propane tank secure and sufficient level
___	___	Engine oil
___	___	Transmission fluid level
___	___	Windshield wipers, if equipped
___	___	All name plates are in place and maintained in legible condition
___	___	Exhaust and spark arrestors
___	___	Fire Extinguisher

List any other problems found with the truck.

Note: Any items found to be defective will require immediate attention and repairs are to be arranged before operating the lift. For repair parts contact www.forkliftpartsunlimited.com (423) 336-2316 or fax (423) 336-2745

This checklist is a minimum and in no way relieves the operator of his responsibility for safety. Each operator is responsible for his own safety and the safety of others around the lift. IP&E assumes no liability.