FORKLIFT SOLUTIONS, INC.

REACH LIFT TRUCK OPERATOR'S DAILY CHECKLIST

Truck Serial Number: _____ Dept / Shift: _____ Operator: _____
Hour meter reading: _____ Date: _____ Supervisor: _____

Check each of the following items before the start of each shift. **Let your supervisor and/or maintenance department know of any problem.** Start at the left rear of the lift truck and work towards the front, and then the right side. After checking, mark each item accordingly. Explain below as necessary.

Check boxes as follows: ☐OK ☐NR, **N**eeds **R**epair. Circle problem and explain below.

OK	NR	VISUAL INSPECTION
		Water or Oil Spots on Floor (check for leaks on truck)
		Rear Tire (pressure, rim damage, loose/missing lug nuts, wear, cuts, embedded objects)
		Steer axle and Steer Wheel (check for damage, debris)
		Overhead Guard (damage, bends, cracks, looseness)
		Seat(check operation, damage, loose fasteners)
		Motor Cover (Loose fasteners)
		Battery Connectors & Cables (damage, cracks, pitting)
		Battery Retention (installed correctly, secure)
		Battery Case & Vent caps (damage, cracks, loose, missing)
		Hydraulic Oil (check level)
		Front Tire (left) (rim damage…)
		Tilt Cylinder (damage, leaks, loose fittings)
		Mast (damage, wear, cracks, loose fasteners)
		Lift Cylinders (damage, leaks, loose fittings)
		Lift Chains (wear, corrosion, cracks, loose leaves, even tension)
		Carriage/Load Back Rest (damage, looseness, bends, cracks)
		Forks/Attachment (damage, cracks, excess wear, twisted, bent)
		Fork Locking Pins (check operation, holds fork secure)
		Front Tire (right) (rim damage…)
		Warning Decals/Operator's Manual (in place, legible)
		Data Plate / Capacity Plate (in place, legible)
		Lift Carriage Locking Plate (side door)

OK	NR	OPERATIONAL INSPECTION
		Unusual Noise (during any of the operational checks)
		Gauges and Instrumentation (check operation)
		Forward Driving (accelerates, steers, brakes smoothly)
		Plugging (stops, changes direction smoothly)
		Reverse Driving (accelerates, steers, brakes smoothly)
		Service Brake (check operation)
		Parking Brake (check operation)
		Directional, Lift/Tilt and Auxiliary Controls (operate freely, hydraulic levers return to neutral)
		Attachment (if equipped) (check operation)
		Mast (extend fully, binding, leaks, roughness, noise)
		Hydraulic Oil (excessive noise when mast is fully raised is indication of low hydraulic oil)
		Horn (sounds when button pressed)
		Backup Alarm (if equipped) (sounds in reverse)
		Work, Strobe, Flashing Lights (if equipped) (check operation)
		Emergency Isolator (check operation)
		Battery Charge (fully charged)
		Check Function of Seat Switch
		Check Function of Side Door Interlock

Explanation of problems marked above (use back of this form if needed):

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OSHA 1910.178 (p) (1) requires a truck to be taken out of service any time it is found to be in need of repair, or is in any way defective or unsafe. Place a "Do Not Operate" tag on the truck, remove the key and alert your supervisor. The Truck may not be placed back into service until necessary repairs are made.