

Operator's Daily Checklist and Safety Inspection

I.T.A. Class 4 & 5

IMPORTANT Check each item listed at the start of each shift/work period. Notify your supervisor and/or maintenance department if there are any problems with the truck.

DO NOT OPERATE A TRUCK WITH ANY MALFUNCTIONS.

CUSTOMER: _____

SERIAL NUMBER: _____

WORK ORDER: _____

HOOR METER: _____

Truck Details: Gas LPG Diesel

Review and check the following list. Provide any additional information as necessary. Check each item either as Good (OK) or No Good (NG).

IMPORTANT In the case of NG identify by item # and explain in comments section.

<u>Visual Check Items</u>	<u>OK</u>	<u>NG</u>	<u>Operational Check Items</u>	<u>OK</u>	<u>NG</u>
Forks: altered, bent, worn, stops, pin/latch locks	_____	_____	Horn: properly attached, operation, correct loudness	_____	_____
Load Back Rest: bent, damages, loose, missing	_____	_____	Service Brakes: function ok, linkage, loose-binding, grabbing	_____	_____
Tires - Wheels: wear, damaged, lug nuts tight or missing	_____	_____	Parking Brake: function ok, linkage, proper adjustment	_____	_____
Engine Oil: level, dirty, leaking	_____	_____	Seat Brake (if equipped): proper operation, correct adjustment	_____	_____
Hydraulic Oil: level, dirty, leaking	_____	_____	Mast: proper lift-lower function, wear or damage to mast rails-lift chains	_____	_____
Radiator: fluid level, condition of hoses, condition of core, leaks	_____	_____	Tilt: loose-binding, excessive drift, chatters, leaks	_____	_____
Fuel Tank: level, condition of lines - hoses - connectors, leaks	_____	_____	Carriage and Attachment/s: operation, mounting, leaks, looseness	_____	_____
Battery: connections-clamps, state of charge, electrolyte level, leaks	_____	_____	Control Levers: operation, proper and free return to neutral position	_____	_____
Covers, Panels, Sheet-Metal: damaged, insecure, missing	_____	_____	Directional Controls: loose/binding, find neutral position OK	_____	_____
Overhead Guard: bent-deformed, cracked, loose, missing	_____	_____	Engine: runs rough, smokes, leaks, noisy operation	_____	_____
Warning Labels - Decals: illegible, incomplete, missing	_____	_____	Steering: loose/binding, leaks, drifts, oil leaks	_____	_____
Operators Manual: illegible, incomplete, missing	_____	_____	Warning Lights (if equipped): secure, operational	_____	_____
Operator Restraint System: insecure, damaged, incomplete, improper operation	_____	_____	Back-Up Alarm: mounting, operational, correct loudness	_____	_____
Data-ID Plate, Capacity Plate: incorrect, damaged, illegible, missing	_____	_____	Head-Tail, Working Lights: mounting, operational	_____	_____
Gauges - Instruments: inoperable, illegible, damaged, missing	_____	_____			
Brake System: loose-damaged linkage, reservoir fluid level, leaks	_____	_____			
Head-Tail, Working-Warning Lights: loose mounting, damaged, missing	_____	_____			
Fire Extinguisher (if equipped):	_____	_____			

PASS _____ FAIL _____

COMMENTS: _____

 CUSTOMER SIGNATURE

 DATE

 MECHANIC SIGNATURE

 DATE

 SUPERVISOR'S APPROVAL / OK

 DATE

