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| **Daily Propane Forklift Pre-Shift Operation Inspection Checklist** | | | | | | | | | | | | | | | |
| Unit Number: |  | | | | | | | | | | | | | | |
| Forklift Make: |  | | | | | | | | | | | | | | |
| Forklift Model: |  | | | | | | | | | | | | | | |
| Forklift Serial Number: |  | | | | | | | | | | | | | | |
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| *Before starting each shift, check the inspection items listed below. Refer to your equipment operator's manual for any additional pre-operation checks. If an issue is found to be unsatisfactory, note it and notify your supervisor.*  *DO NOT operate the forklift if any issues are found. They must be corrected before operation begins.* | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Day of Week: | | Monday | | Tuesday | | Wednesday | | Thursday | | Friday | | Saturday | | Sunday | |
| Date: | |  | |  | |  | |  | |  | |  | |  | |
| Hour Meter: | |  | |  | |  | |  | |  | |  | |  | |
| Operator: | |  | |  | |  | |  | |  | |  | |  | |
| Supervisor's OK: | |  | |  | |  | |  | |  | |  | |  | |
| Vehicle Inspection | | Pass | Repair | Pass | Repair | Pass | Repair | Pass | Repair | Pass | Repair | Pass | Repair | Pass | Repair |
| Have all previously noted problems been fixed? | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| KEY OFF Procedures | | | | | | | | | | | | | | | |
| Overhead Guard - Are there broken welds, missing bolts, or damaged areas? | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hydraulic Cylinders - Is there leakage or damage on the lift, tilt, and attachment functions of the cylinders? | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mast Assembly - Are there broken welds, cracked or bent areas, and worn or missing stops? | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lift Chain and Rollers - Are there signs of wear, damage, kinks, rust, or lack of lubrication? | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lift Chain and Rollers - Is there squeaking? | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Forks - Are they cracked or bent, worn, or mismatched? | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Forks - Is there excessive oil or water on the forks? | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tires - Are there large cuts that go around the circumference of the tire? | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Tires - Are large pieces of rubber missing or separating from the rim? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tires - Are there missing lugs? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tires - Is there bond separation that may cause slippage? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Propane Tank and Locator Pin - Is the tank guard bracket properly positioned and locked down? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Propane Hose - Is it damaged? It should not be frayed, pinched, kinked, or bound in any way. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Propane Hose - Is the connector threaded on squarely and tightly? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Propane Odor - If you detect the presence of propane gas odor, turn off the tank valve and report the problem. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Engine Oil - Check the engines oil levels. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Battery Check - Examine the battery |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hydraulic Fluid - Check the hydraulic fluid levels. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Transmission Fluid - Check the transmission fluid levels. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Engine Coolant - Visually check the level. Note: Never remove the radiator cap to check the coolant level when the engine is running or while the engine is hot. Stand to the side and turn your face away. Always use a glove or rag to protect your hand. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Windshield Wipers - Do they work properly? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Seat Belts - Do they work? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| KEY ON Procedures | | | | | | | | | | | | | | |
| Lights - Test the Front, tail, and brake lights |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| ENGINE RUNNING Procedures | | | | | | | | | | | | | | |

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| Gauges - Oil pressure indicator lamp, Ammeter indicator lamp, Hour meter and Water temperature gauge. Are they all properly working? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Steering - Is there excessive free play? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Steering - If power steering, is the pump working? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Brakes - If pedal goes all the way to the floor when you apply the service brake, that is the first indicator that the brakes are bad. Brakes should work in reverse, also. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Brakes - Does the parking brake work? The truck should not be capable of movement when the parking brake is engaged. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Horn - Does the horn work? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Safety Seat - If the truck has a safety seat, is it functioning properly? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Load Handling Attachments - Is there hesitation when hoisting or lowering the forks, when using the forward or backward tilt, or the lateral travel on the side shift? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Load Handling Attachments - Is there excessive oil on the cylinders? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Please explain below any items marked "Repair." | | | | | | | | | | | | | | |
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