

* Example *

Forklift Inspection Checklist

	1st Shift	2nd Shift	3rd Shift
Inspector's Name	John Smith	Luke Thompson	Maven Rodgers

	LP	Electric
Truck I.D. #	1789A3	

Dates:	8/24/14 - 8/30/14
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Monday	OK	LOTO
Leaks	✓	
Battery	✓	
Cleanliness	✓	
Tires	✓	
Guards/Cage	✓	
Horn	✓	
Control Levers	✓	
Brakes	✓	
Steering	✓	
Lights	✓	
Fork Rack	✓	

Inspector's Initials JS

Tuesday	OK	LOTO
Leaks	✓	
Battery	✓	
Cleanliness	✓	
Tires	✓	
Guards/Cage	✓	
Horn	✓	
Control Levers	✓	
Brakes	✓	
Steering	✓	
Lights	✓	
Fork Rack	✓	

Inspector's Initials AR

Wednesday	OK	LOTO
Leaks		
Battery		
Cleanliness		
Tires		
Guards/Cage		
Horn		
Control Levers		
Brakes		
Steering		
Lights		
Fork Rack		

Inspector's Initials LT

Thursday	OK	LOTO
Leaks	✓	
Battery	✓	
Cleanliness	✓	
Tires	✓	
Guards/Cage	✓	
Horn	✓	
Control Levers	✓	
Brakes	✓	
Steering	✓	
Lights	✓	
Fork Rack	✓	

Inspector's Initials LT

Friday	OK	LOTO
Leaks	✓	
Battery	✓	
Cleanliness	✓	
Tires		✓
Guards/Cage	✓	
Horn	✓	
Control Levers	✓	
Brakes	✓	
Steering	✓	
Lights	✓	
Fork Rack	✓	

Inspector's Initials JS

Saturday	OK	LOTO
Leaks		
Battery		
Cleanliness		
Tires		
Guards/Cage		
Horn		
Control Levers		
Brakes		
Steering		
Lights		
Fork Rack		

Inspector's Initials _____

Daily Vehicle Conditions

- | | |
|---|---|
| <ul style="list-style-type: none"> • Watch ALL clearances • Drive according to path conditions • Come to a complete stop before changing directions • Wipe off all surface oil and grease | <ul style="list-style-type: none"> • Operate door control properly • Look to the rear before backing • Set safety brake when leaving truck • Check oil daily- record when added |
|---|---|

Comments: 8-26: truck not used
 8-28: truck tire miss 70% tread / notified sup / LOTO
 8-29: truck taken out of service not used