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| **Appendix A**  **POWERED INDUSTRIAL TRUCK PRE-USE CHECKLIST** | | | | | | | | | |
|  |  |  |  | |  |  |  |  |  |
| Department: | | | | Lift Truck Make: | | | | | |
|  | | | | Lift Truck Serial Number: | | | | | |
|  |  |  |  | |  |  |  |  |  |
| **Directions:** |  |  |  | |  |  |  |  |  |
| (1) Form is to be completed by first employee to operate lift truck on each shift. | | | | | | |  |  |  |
| (2) Explain any unsafe conditions in the "Comments" section. | | | | | | |  |  |  |
| (3) If any unsafe conditions exist, the lift truck must be removed from service. Place a "Out of Service” tag or equivalent on the steering wheel and give the keys to the supervisor. | | | | | | | | | |
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| **VISUAL INSPECTION:** | | | | |  | **OPERATIONAL INSPECTION:** | | | |
| Tires/Wheels | | |  | |  | Steering | | |  |
| Head/Tail/Working Lights | | |  | |  | Service Brake | | |  |
| Warning Decals & Data Plate | | |  | |  | Parking Brake | | |  |
| Overhead Guard & Mirrors | | |  | |  | Horn | | |  |
| Forks/Load Engaging Mechanism | | |  | |  | Backup Alarm | | |  |
| Load Back Rest | | |  | |  | Lifting/Lowering | | |  |
| Engine Oil | | |  | |  | Tilting | | |  |
| Hydraulic Oil | | |  | |  | Attachments | | |  |
| Fuel | | |  | |  | Control Levers | | |  |
| Battery | | |  | |  | Gauges/Instruments | | |  |
|  |  |  |  | |  |  |  |  |  |
| **Comments:** |  |  |  | |  |  |  |  |  |
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**Month: \_\_\_\_\_\_ Year: \_\_**

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| **Date** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** |
| **Initial** |  |  |  |  |  |  |  |  |  |
| **Date** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** |
| **Initial** |  |  |  |  |  |  |  |  |  |
| **Date** | **19** | **20** | **21** | **22** | **23** | **24** | **25** | **26** | **27** |
| **Initial** |  |  |  |  |  |  |  |  |  |
| **Date** | **28** | **29** | **30** | **31** |  |  |  |  |  |
| **Initial** |  |  |  |  |  |  |  |  |  |