

Duke University Powered Industrial Truck Safety Inspection Form

Instructions: The operator shall inspect lift trucks prior to each work shift. Deficiencies noted on the inspection form shall be corrected prior to operation. If the deficiencies cannot be corrected, the lift truck shall not be used and lock-out/tag-out procedures initiated according to the Powered Industrial Truck Safety Policy.

Truck Make: _____ **Model:** _____ **S/N:** _____

Engine Powered Trucks			Battery Powered Trucks		
Inspection Item	OK	Repair	Inspection Item	OK	Repair
1) Visual Inspection			1) Visual Inspection		
2) Engine Oil Level			2) Battery Water Level		
3) Radiator/ Coolant			3) Battery Cleanliness		
4) Service Brake/ Pedal			4) Service Brake/ Pedal		
5) Horn			5) Horn		
6) Neutral Start Feature			6) Plugging – (Walkies/ Walkie Riders)		
7) Steering Mechanism			7) Steering Mechanism		
8) Hoist Mechanism (Mast Chains)			8) Hoist Mechanism (Mast Chains)		
9) Forks			9) Forks		
10) Service Brake/ Stop			10) Service Brake/ Stop		
11) Park Brake			11) Park Brake		
12) Safety Equipment			12) Safety Equipment		
13) Data Plate & Decals			13) Data Plate & Decals		
14) Fire Extinguisher			14) Fire Extinguisher		
15) Seat Belt			15) Seat Belt		

Comments: _____

Operator's Name: _____ **Date:** ____/____/____

Supervisor's Signature: _____ **Date:** ____/____/____

Repairer's Signature: _____ **Date:** ____/____/____

*** This form must be kept on file for 30 days and is subject to review by the Occupational & Environmental Safety Office (OESO). Documentation of repairs made to the lift truck shall be maintained with the lift truck's preventive maintenance (PM) records.