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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** |  |  |  |  |  |  |  |  |  |