

Month/year: _____

Equipment number: _____

Daily Pre-Use Inspection Checklist for Powered Industrial Trucks

✓ = Good × = Action needed

If any item is damaged or not working properly, take a copy of this checklist and give it to your supervisor. Make notes, (ON THE COPY), in the comments section below. NOTE: If powered industrial truck is not used all inspection items must be marked not applicable (N/A).

Inspection items	Day of month														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A.) Hour meter reading															
B.) Check the fuel system (leaks & fuel level)															
C.) Check the engine oil level															
D.) Check the brake fluid level															
E.) Check the water level & function of hoses															
F.) Ensure battery secured															
G.) Is battery full of fluid (electric), once per week check or every 20 hrs.															
H.) Check tires (pressure and wear) (visual)															
I.) Ensure lights work properly															
J.) Check service brakes															
K.) Ensure parking brake works properly															
L.) Check steering wheel for excessive play															
M.) Ensure all controls, and pedals are in good condition															
N.) Check clutch pedal															
O.) Ensure horn, back-up horn & alarm work properly															
P.) Check hydraulic (controls / fluid / hoses)															
Q.) Check gauges / instruments / data plate (clean & legible)															
R.) Ensure seat belt is clean, operable, and in good condition															
S.) Ensure fire extinguisher is in place and charged															
T.) Ensure no physical damage (body, forks, mast, etc.)															
U.) Ensure no missing / loose parts (bolts, guards, etc.)															
V.) Check cleanliness of vehicle															
OPERATOR INITIALS															

COMMENTS:

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Inspection items	Day of month															
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
A.) Hour meter reading																
B.) Check the fuel system (leaks & fuel level)																
C.) Check the engine oil level																
D.) Check the brake fluid level																
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