

POWERED PALLET JACK PRE-USE INSPECTION CHECKLIST	
Operators must complete this checklist prior to operating any powered pallet jack. Only persons who are trained and authorized may inspect and operate this equipment.	
Make:	Model #:
Shift:	Hours:
If an item is defective indicate an <b>X</b> and give detail in the <b>COMMENTS</b> section below. If an item is OK and no problem is detected indicate a <b>√</b> . Return this completed checklist to you supervisor.	

Motor Off Inspection		Mark
1.)	Fluid leaks on floor below vehicle	
2.)	Check for missing and loose parts (bolts, guards, etc.)	
3.)	Check for physical damage (control handle, body, forks, mast, etc.)	
4.)	Hand guards: attached	
5.)	Tires/wheels: condition & pressure	
6.)	Forks: condition	
7.)	Check for modifications and additions that can affect safe operation	
8.)	Check cleanliness of vehicle	
9.)	Safety warnings: attached and legible	
10.)	Capacity plate: attached & legible	
11.)	Operator's manual in container	

Motor On Inspection		Mark
1.)	Brakes: functional	
2.)	Unusual noises	
3.)	Horn: functional	
4.)	Hour meter: functional	
5.)	Battery discharge indicator: functional	
6.)	Lights and alarms: functional	
7.)	Steering operation: functional	
8.)	Drive operations: forward and reverse	
9.)	Load-handling, up and down operation: functional	
<b>Caution:</b> This checklist may not feature all items on your equipment. Always follow the equipment manufacturer's inspection and operating guidelines.		
<b>COMMENTS:</b>		
<b>IF THE POWERED PALLET JACK FAILS ANY PART OF THIS INSPECTION, REMOVE THE KEY AND REPORT THE PROBLEM TO YOUR SUPERVISOR. DO NOT ATTEMPT TO MAKE REPAIRS UNLESS YOU ARE A TRAINED AND AUTHORIZED SERVICE PERSON.</b>		

By signing below, I certify that the equipment has passed all pre-use inspection checklist items and no defects or deficiencies were identified.

Print Name \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_