

**COUNTER BALANCED TRUCK PRE-USE INSPECTION SHEET**

**Equipment Number:**

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		/ /	/ /	/ /	/ /	/ /	/ /
<b>Visual Inspection/Key Turned Off</b>							
<b>Tires</b>	No Gouges, chunking						
	No bond failure						
<b>Battery</b>	Fully Charges						
	Properly Installed						
	Gates Properly Installed						
<b>Lift/Lower System</b>	No damage to chains, hoses						
	Cylinder is free from any leaks						
<b>Controls</b>	Move smoothly without binding						
	Return to neutral when release						
<b>Operational Inspection/Key Turned On</b>							
<b>Horn</b>	Works when button is depressed						
<b>Steering</b>	Smooth, without binding or excessive play						
<b>Directional/ Speed control</b>	Moves smoothly						
	Returns to neutral when release						
	Controls speed and direction properly						
	Plugging function properly						
<b>Lift/Lower System</b>	Lift/Lower controls move freely						
	Performs their function as indicated						
<b>Brakes</b>	Deadman Brake functions						
<b>Emergency Disconnect</b>	Shuts down travel and lift when depressed						
<b>Safety</b>	All warning and working lights are working						
<b>Operator Initial when inspection is completed</b>							

--Inspect OrderPicker at the start of each shift according to the daily check sheet.  
 --Return completed sheets to the Shipping supervisor at the end of each week.

--Report all faults / damages to the Shift Supervisor .  
 --In the event of serious faults remove the key and tag the truck 'FAULTY. DO NOT OPERATE'.