

**ORDERPICKER PRE-USE INSPECTION SHEET**

**Equipment Number:**

|  |  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|--|--------|---------|-----------|----------|--------|----------|
| <u>Visual Inspection/Key Turned Off</u>              |  | / /    | / /     | / /       | / /      | / /    | / /      |
| <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             |        |         |           |          |        |          |
| <u>Operational Inspection/Key Turned On</u>          |  |        |         |           |          |        |          |
| <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'.