

PALLET TRUCK PRE-USE INSPECTION SHEET

Equipment Number:

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<u>Visual Inspection/Key Turned Off</u>		/ /	/ /	/ /	/ /	/ /	/ /
Tires	No Gouges, chunking						
	No bond failure						
Battery	Fully Charges						
	Properly Installed						
Controls	Move smoothly without binding						
	Return to neutral when release						

<u>Operational Inspection/Key Turned On</u>							
Horn	Works when button is depressed						
Steering	Smooth, without binding or excessive play						
Directional/ Speed control	Moves smoothly						
	Returns to neutral when release						
	Controls speed and direction properly						
	Plugging function properly						
Lift/Lower System	Lift/Lower controls move freely						
	Performs their function as indicated						
Brakes	Deadman Brake functions						
Safety	All warning and working lights are working						

Operator Initial when inspection is completed							
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--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'.