

**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 Number:
Shift:	Hours:

If an item is defective indicate an **X** and give detail in the **COMMENTS** section below. If an item is OK and no problem is detected indicate a **√**. Return this completed checklist to you supervisor.

<b>Motor Off Inspection</b>		<b>Mark</b>
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	

<b>Motor On Inspection</b>		<b>Mark</b>
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	

**Caution:** This checklist may not feature all items on your equipment. Always follow the equipment manufacturer's inspection and operating guidelines.

**COMMENTS:**

**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.**

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: \_\_\_\_\_

Reference: Northwestern University