

**Lift Truck Inspection Report
Electric Lift Truck**

Shop/Area _____ Type _____ Model _____ Serial Number _____ Special Attachments _____

A vehicle check must be performed prior to each use. Please write the date of the vehicle check in the space provided and indicate whether each item is OK (yes) or needs attention (no) in the corresponding column. Any items that need attention must be corrected before use. If attention is required please list specific details and the applicable date in the remarks area. The person performing the check must provide their signature below each column.

	Date	Date	Date	Date	Date	Date	Date
	_____	_____	_____	_____	_____	_____	_____
	OK?	OK?	OK?	OK?	OK?	OK?	OK?
1. Battery Compartment – Inspect for cleanliness and check electrolyte level	_____	_____	_____	_____	_____	_____	_____
2. Battery Connector - Inspect connection	_____	_____	_____	_____	_____	_____	_____
3. Tires-Check for foreign particles, gouges, cuts; check pneumatic tire pressure	_____	_____	_____	_____	_____	_____	_____
4. Mast, Carriage, Fork, or Attachment - Check for loose or missing bolts and damage; check chain; check adjustment and operation	_____	_____	_____	_____	_____	_____	_____
5. Hydraulic System and Drive Axle – Check for leaks and check oil level	_____	_____	_____	_____	_____	_____	_____
6. Truck Damage – Explain in remarks section	_____	_____	_____	_____	_____	_____	_____
7. Operator’s Compartment-Inspect for cleanliness	_____	_____	_____	_____	_____	_____	_____
8. Battery Indicator – Observe battery state of charge	_____	_____	_____	_____	_____	_____	_____
9. Safety Equipment (Rotating lights, horn, back-up alarms, etc.)-Check operation	_____	_____	_____	_____	_____	_____	_____
10. Steering-Check operation	_____	_____	_____	_____	_____	_____	_____
11. Brakes-Check brake pedal travel and parking brake adjustment	_____	_____	_____	_____	_____	_____	_____
12. Truck Operation-Report any unusual operation or noises	_____	_____	_____	_____	_____	_____	_____
Signature of person performing check	_____	_____	_____	_____	_____	_____	_____

Remarks _____

