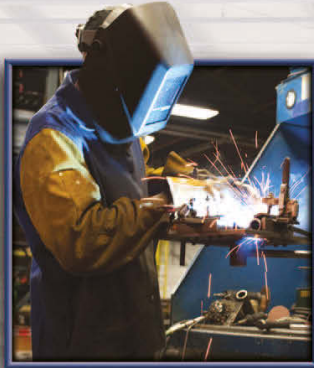


WORKPLACE

INSPECTIONS & AUDITS MANUAL



J. J. Keller
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Since 1953

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WORKPLACE INSPECTIONS AND AUDITS

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WORKPLACE INSPECTIONS AND AUDITS CHECKLIST

Daily Inspection — Electric Forklift

Location: _____

Name: _____ **Date:** _____ **Time:** _____

Truck Number: _____ **Hour Meter:** _____

Tires

Yes No N/A

Are the tires in good repair (e.g., no cuts, separation from the rim, excessive wear)?
Comments: _____

Are the tires properly inflated?
Comments: _____

Are lug nuts present on each tire?
Comments: _____

Are the lug nuts on each tire tightly secure?
Comments: _____

Forks

Yes No N/A

Is the top clip retaining pin for each fork tightly secure?
Comments: _____

Is the top clip retaining pin for each fork in good repair (e.g., no cracks)?
Comments: _____

Are the forks properly aligned?
Comments: _____

Are the forks in good repair (e.g., no cracks, bends, excessive wear)?
Comments: _____

Is the load back rest securely attached?
Comments: _____

Is the load back rest in good repair (e.g., no cracks or bends)?
Comments: _____

Mast and carriage

Yes No N/A

Is the mast assembly in good repair (e.g., no cracks or dents, missing stops, broken welds)?
Comments: _____

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- Are the hydraulic cylinders in good repair (e.g., no cracks or leaks)?
Comments: _____
- Are the lift chains and rollers in good repair (e.g., no cracks, kinks, rust)?
Comments: _____
- Is the tension of the lift chains correct?
Comments: _____
- Are the lift chains and rollers properly lubricated?
Comments: _____

Body

Yes No N/A

- Is the body of the forklift in good repair (e.g., no cracks or dents)?
Comments: _____
- Is the body of the forklift clean (e.g., no grease or lint)?
Comments: _____
- Are covers over the battery and other hazardous parts in place and secure?
Comments: _____
- Is the overhead guard securely attached?
Comments: _____
- Is the overhead guard in good repair (e.g., no cracks, bends, broken welds, missing bolts)?
Comments: _____
- Is the nameplate present and legible?
Comments: _____
- Are safety decals or warning labels legible?
Comments: _____
- Is wiring in good repair (e.g., no cracks or bends)?
Comments: _____
- Are belts in good repair (e.g., no cracks or frays)?
Comments: _____
- Are headlights in good repair (e.g., no cracks or breaks)?
Comments: _____
- Are headlights aimed correctly?
Comments: _____
- Are taillights in good repair (e.g., no cracks or breaks)?
Comments: _____
- Are reflectors in good repair (e.g., no cracks or breaks)?
Comments: _____
- Are warning lights in good repair (e.g., no cracks or breaks)?
Comments: _____

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- Are hoses in good repair (e.g., no leaks, cracks, kinks)?
Comments: _____
- Are chains and cables in good repair (e.g., no cracks or bends)?
Comments: _____
- Are control levers properly labeled?
Comments: _____

Cab

Yes No N/A

- Is the operator manual present?
Comments: _____
- Is the cab clean?
Comments: _____
- Is the seatbelt in good repair (e.g., no frays or excessive wear)?
Comments: _____
- Does the seatbelt work properly?
Comments: _____
- Is the seat in good repair?
Comments: _____
- Is the seat adjusted properly?
Comments: _____
- Are all control levers properly labeled?
Comments: _____
- Are mirrors in good repair (e.g., no cracks or breaks)?
Comments: _____
- Are mirrors clean?
Comments: _____
- Are mirrors adjusted properly?
Comments: _____

Fluids

Yes No N/A

- Is the hydraulic fluid level adequate?
Comments: _____
- Is the brake fluid level adequate?
Comments: _____

Battery

Yes No N/A

- Is the battery in good repair (e.g., no corrosion or missing cable insulation)?
Comments: _____

- Are battery connections in good repair (e.g., no cracks or excessive wear)?
Comments: _____
- Are battery connections tight?
Comments: _____
- Are cell caps in place?
Comments: _____
- Is the battery cover in place?
Comments: _____
- Is the electrolyte level adequate?
Comments: _____
- Is the battery charged?
Comments: _____

Attachments

Yes No N/A

- Does the nameplate account for the attachment being used?
Comments: _____
- Is the attachment in good repair (e.g., no cracks or bends)?
Comments: _____

Systems and controls

Yes No N/A

- Does the motor run smoothly?
Comments: _____
- Does the accelerator work and function smoothly?
Comments: _____
- Is steering smooth and responsive (e.g., free of excessive play)?
Comments: _____
- Does the turn signal work?
Comments: _____
- Does the horn, whistle, gong, or other warning device sound?
Comments: _____
- Does the backup alarm work?
Comments: _____
- Do the lights work?
Comments: _____
- Does the brake work and function smoothly (e.g., no grabbing)?
Comments: _____
- Does the parking brake work (e.g., holds the forklift on an incline)?
Comments: _____

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- Does the drive control work in forward and reverse and function smoothly?
Comments: _____
- Do the lift controls raise and lower the forks properly and function smoothly (e.g., no excess drift)?
Comments: _____
- Does the tilt control work forward and back and function smoothly (e.g., no excess drift)?
Comments: _____
- Does the attachment control work and function smoothly (e.g., no hesitation) ?
Comments: _____
- Does the battery discharge indicator work?
Comments: _____
- Does the hour meter work?
Comments: _____

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