Sample Daily Checklists for Powered Industrial Trucks
Internal Combustion Engine (gas/LPG/diesel)

The following checklist is intended to assist in compliance with OSHA's powered industrial truck operator standards. It is not a substitute for any of the provisions of the Occupational Safety and Health Act of 1970 or for any standards issued by the U.S. Department of Labor's Occupational Safety and Health Administration (OSHA).

The OSHA standard for powered industrial truck training [29 CFR 1910.178(l)] requires that an employer provide training to truck operators on a variety of topics. Among these topics are vehicle inspection and maintenance that the operator will be required to perform. The list serves as a guide only and may not be totally inclusive. Each type of powered industrial truck is unique and checklists pertinent to each type of vehicle should be modified accordingly. It is recommended that the manufacturer's instructions on vehicle maintenance and owner's and operator's responsibilities also be consulted. The OSHA standards for powered industrial trucks must be reviewed to ensure compliance.

There are two general types of powered industrial trucks: electric (battery) powered and internal combustion engine (gas/LPG/diesel) powered. Each of these general types has a variety of different configurations and attachments. Your workplace may have a variety of trucks that are being operated. ALL OPERATORS MUST BE TRAINED TO OPERATE ALL TYPE OF INDUSTRIAL TRUCKS THEY WILL BE OPERATING.

Daily, pre-shift inspection of powered industrial trucks is required by OSHA standards.

Daily checklists for each type of industrial truck may also be available from the truck manufacturer. You may choose to use a checklist for each type of industrial truck in your workplace or compile one that can be used for any type of truck.

Refer to the owner's manual, specifications and manufacturer's recommendations to modify the checklist for trucks being operated in your workplace. The following sample checklist can be modified to suit your workplace needs.

Operator's Daily Checklist - Internal Combustion Engine Industrial Truck - Gas/LPG/Diesel Truck

Record of Fuel Added

Date		Operator		Fuel	
Truck#		Model#		Engine Oil	
Department		Serial#		Radiator Coolant	
Shift		Hour Meter		Hydraulic Oil	

SAFETY AND OPERATIONAL CHECKS (PRIOR TO EACH SHIFT)

Have a **qualified** mechanic correct all problems.

Engine Off Checks	OK	Maintenance
Leaks – Fuel, Hydraulic Oil, Engine Oil or Radiator Coolant		
Tires – Condition and Pressure		
Forks, Top Clip Retaining Pin and Heel – Check Condition		
Load Backrest – Securely Attached		
Hydraulic Hoses, Mast Chains, Cables and Stops – Check Visually		
Overhead Guard – Attached		
Finger Guards – Attached		
Propane Tank (LP Gas Truck) – Rust Corrosion, Damage		
Safety Warnings – Attached (Refer to Parts Manual for Location)		
Battery – Check Water/Electrolyte Level and Charge		
All Engine Belts – Check Visually		
Hydraulic Fluid Level – Check Level		
Engine Oil Level – Dipstick		
Transmission Fluid Level – Dipstick		
Engine Air Cleaner – Squeeze Rubber Dirt Trap or Check the Restriction Alarm (if equipped)		
Fuel Sedimentor (Diesel)		
Radiator Coolant – Check Level		
Operator's Manual – In Container		
Nameplate – Attached and Information Matches Model, Serial Number and Attachments		
Seat Belt – Functioning Smoothly		
Hood Latch – Adjusted and Securely Fastened		
Brake Fluid – Check Level		
Engine On Checks – Unusual Noises Must Be Investigated Immediately	OK	Maintenance
Accelerator or Direction Control Pedal – Functioning Smoothly		
Service Brake – Functioning Smoothly		
Parking Brake – Functioning Smoothly		
Steering Operation – Functioning Smoothly		
Drive Control – Forward/Reverse – Functioning Smoothly		
Tilt Control – Forward and Back – Functioning Smoothly		
Hoist and Lowering Control – Functioning Smoothly		
Attachment Control – Operation		
Horn and Lights – Functioning		
Cab (if equipped) – Heater, Defroster, Wipers – Functioning		
Gauges: Ammeter, Engine Oil Pressure, Hour Meter, Fuel Level, Temperature, Instrument Monitors – Functioning		