

Drivers Daily Checksheet - Power Pallet Truck



WAREHOUSE TRAINING SOLUTIONS

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Make: Hours meter:

Model: Serial No.:

Driver : Department:

Day: Date:

NOTE: This check must be made by the truck operator daily at the start of the shift.

				Comment
VISUAL CHECKS	Damage Bent, Dented or broken parts	OK <input type="checkbox"/>	FAULT <input type="checkbox"/>	
	Leaks Drive unit, brakes, hydraulics	OK <input type="checkbox"/>	FAULT <input type="checkbox"/>	
	Tires & Wheels Drive, steer. Load, castors, etc.	OK <input type="checkbox"/>	FAULT <input type="checkbox"/>	
	Forks Secure, not bent, damaged	OK <input type="checkbox"/>	FAULT <input type="checkbox"/>	
	Chains, cables & hoses In Place, links safe, No Damage	OK <input type="checkbox"/>	FAULT <input type="checkbox"/>	
	Battery Cables safe, Secure, No damage	OK <input type="checkbox"/>	FAULT <input type="checkbox"/>	
	Guards Hydraulic Protection Grill Intact	OK <input type="checkbox"/>	FAULT <input type="checkbox"/>	
	mechanical safety devices safety shield, bars, signs	OK <input type="checkbox"/>	FAULT <input type="checkbox"/>	
Tiller Arm all controls in good condition, clear	OK <input type="checkbox"/>	FAULT <input type="checkbox"/>		

OPERATIONAL CHECKS	Power up Key on, All lights working	OK <input type="checkbox"/>	FAULT <input type="checkbox"/>	
	Power disconnect All power cut, no lights.	OK <input type="checkbox"/>	FAULT <input type="checkbox"/>	
	Electrical safety devices Horn	OK <input type="checkbox"/>	FAULT <input type="checkbox"/>	
	Steering no binding or excessive play	OK <input type="checkbox"/>	FAULT <input type="checkbox"/>	
	Brakes & travel controls Belly/Brakes & accelerator checks	OK <input type="checkbox"/>	FAULT <input type="checkbox"/>	
	Parking Brake Bellybutton, Tiller arm brake	OK <input type="checkbox"/>	FAULT <input type="checkbox"/>	
	Hydraulic controls test lift	OK <input type="checkbox"/>	FAULT <input type="checkbox"/>	
	Debris Check all wheels and controls clear	OK <input type="checkbox"/>	FAULT <input type="checkbox"/>	
Battery Charge Meter green or 75% full charge	OK <input type="checkbox"/>	FAULT <input type="checkbox"/>		

NOTE: ALL ISSUES OR DAMAGE MUST BE REPORTED TO THE SHIFT/DEPARTMENT SUPERVISOR IMMEDIATELY.