
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Pre-Shift Fork Truck Inspection	Number: R14-PR-200-040	
	Owner: Lee Cagle	Revision: 0	
	Effective Date: 04/04/2014	Page: 1 of 2	

1.0 Purpose

This procedure describes how to conduct the pre-shift inspection of a fork truck.

2.0 Scope

This procedure applies to all Giles Chemical fork trucks.

3.0 Responsibility

Fork Truck Operators are responsible for performing inspections.

Maintenance Department is responsible for scheduling maintenance as needed.

Safety Department is responsible for reviewing and filing completed checklists.

4.0 Safety Considerations

The parking brake must be engaged and the transmission in neutral. Wear the seat belt at all times when operating the fork truck.

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

5.0 Materials/Equipment



- Lock Out Tag (Can be obtained from Maintenance Department)

6.0 Procedure

A pre-shift inspection of all safety related equipment and functions must be completed before operating the fork truck. This inspection will be conducted in two phases; engine off and engine running. Complete the section of the *Forklift Checklist (P12-PR-200-F067)* that applies to the shift and day of the week you are working. When performing the inspection any item passing inspection will result in a ✓ and any items not passing inspection will result in an X. Any time an item doesn't pass inspection a brief description should be given in the Incidents/Problems block at the bottom of the checklist. Any item not passing inspection and presenting a safety hazard will result in a second XX placed in the box and deem the fork truck removed from service. Any time a fork truck is removed from service a lock out tag shall be attached to the steering wheel and Safety Department notified immediately. Any fork truck removed from service can't be used unless signed off by Management and Safety.

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Engine-Off

- Fuel
- LP Gas Odor
- Engine oil levels
- Hydraulic Leaks
- Tire
- Lights Horn
- Forks-no cracks
- Lift Chain and hoses-locking pin in place and chain is tight; hydraulic lines are tangle free.

Engine Running

- Gauges
- Operating lights and warning lights
- Hydraulic Leaks
- Lift and tilt controls
- Steering
- Brakes
- Drive Control/Transmission
- Parking Brake
- Fully extend mast and retract

Forklift Checklist should be kept with the fork truck until the sheet has been completed for the week. The completed sheets will be placed in the Forklift folder located at the Birthing Station desk. Safety Department will pick up completed checklists on Monday and review for any safety issues. Safety Department will then send an electronic copy of the checklist to the Maintenance Department. Completed checklists will be filed in the cGMP Library.

7.0 Reference Documents

Forklift Checklist (R14-PR-200-F040)

8.0 Change Information

Document review- updated format using new template and numbering system.

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