

	GILES CHEMICAL		
	COMPANY PROCEDURE		
	Pre-Shift Fork Truck Inspection	Page : 1 of 3	Revision : 00 Date : 09/11/09
	Author: Jason Bumgarner		

Safety:

When inspecting the Fork Truck you PPE is required at all times. This inspection will be conducted in two phases; motor off and motor on. The parking brake must be engaged and the transmission neutral. Wear the seat belt at all times when operating the fork truck.

Purpose:

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

Procedure:

A pre-shift inspection of all safety related equipment and functions must be completed before operating the fork truck.

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

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

If a problem is found during this inspection, the fork truck should be removed from service until item(s) is (are) repaired. Notify the appropriate personnel. A check sheet for these checks will be provided and kept with the fork truck until the sheet has been completed for the week. The completed sheets will be given to the Maintenance Manager for review. Check sheets will be filed in office of Maintenance Manager.



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TRAINING DOCUMENTATION

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