
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Pre-Shift Fork Truck Inspection	Number: S14-PR-200-099	
	Owner: Rick Hall	Revision: 02	
	Effective Date: 09/28/2015	Page: 1 of 3	

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.

Shift Supervisor / Lead Operator is responsible for assessing whether the issue that failed inspection poses a safety risk.

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 during inspection. 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 (P14-PR-200-F099)* 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 item 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. The Shift Supervisor or Lead Operator must be made aware of any item that did not receive a ✓. The Supervisor or Lead

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Operator will determine whether the item that failed inspection represents a safety risk that would require the fork truck to be taken out of service. The Supervisor or Lead Operator must then initial and date in the space provided on the *Forklift Checklist (S14-PR-200-F099)* to release the fork truck for use by the driver.

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 the Safety Department and Management on the *Forklift Checklist (S14-PR-200-F099)*.

If there is a blank column for a prior day or shift where the fork truck was not being used, the fork truck operator will draw a single line through that column and write "not in use" also initial and date along the line.

Engine-Off

- Fuel
- LP Gas Odor
- Engine oil levels
- Hydraulic Leaks
- Tires
- 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 Salt Operator desk at the Main Plant or the Birthing Station at Repack. Safety Department will pick up completed checklists

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on Monday and review for any documented safety issues. The completed checklists will be filed in the cGMP Library.

7.0 Reference Documents

Forklift Checklist (S14-PR-200-F099)

8.0 Change Information

Document review- updated Supervisor / Lead Operator responsibilities to reflect changes made to Checklist form. Instruction on how to document blank columns. Changed the Document Number to be under the Safety section on the Doc. site.

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