## Daily Pre-Shift Visual Inspection Guide for IC and Electric Forklifts

The operator must inspect their forklift before operating each shift. Different forklifts can require different daily inspection items. Please consult the operator's manual for the particular forklift being operated.

Visually inspect the items market "Visual" first. Then, check those marked "Operational."

## **Internal Combustion (IC) Forklifts**

Are all equipped lights operable and free of damage and debris? Is the mounting secure? (Operational)

If a fire extinguishers is installed, is it charged and secure? (Visual)

> Is the overhead guard free of any damage, bending, cracks, compromised welds, looseness, and drill holes? (Visual)

Are all equipped mirrors clean and reflective? (Operational)

Is the fuel tank connected, secure, and free of issues? (Visual)

Does the lift have adequate fuel?

Is the operator's manual present? (Visual)

Is the seat belt mounting secure? Is the belt free of frays and rips? Is the buckle operable and damage free? (Operational)

Does the operator presense sensing system (OPSS) function as it should? (Operational)

Has all rubbish been removed from the operators compartment?

Does the inching pedal function poperly? Is there play? (IC- only, Operational)

Is the mast free of damage and cracked welds? Are the chains and carriage level? Are the hydraulic cylinders (lift and tilt) secure and leak-free? (Visual)

Are the lift chains and hoses leak-free? Are there any signs of damage? Are the chains lubricated? (Visual)

Do all motors (drive, steer, and hydraulic) and lifting/attachment functions operate properly? Are they free of strange noises and jerky motion? (Operational)

Are the tires and hubs free of chunk-Are the forks and load back rest ing, cuts, wear, and damage? Are the free of cracks, bends, and loose hub nuts tight? If pneumatic, is the tire pressure at the correct level? (Visual)

Is the exterior of the lift (around and underneath) free of leaking fluids, damage, loose parts, cracks, and other structural defects? (Visual)

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bolts? Are the forks within wear limits? Is the fork locking pin secure and operable? (Visual)

> Is the air filter clean and in place? (Visual)

Is the engine free of leaks, strange noises, and emission smells? (Visual)

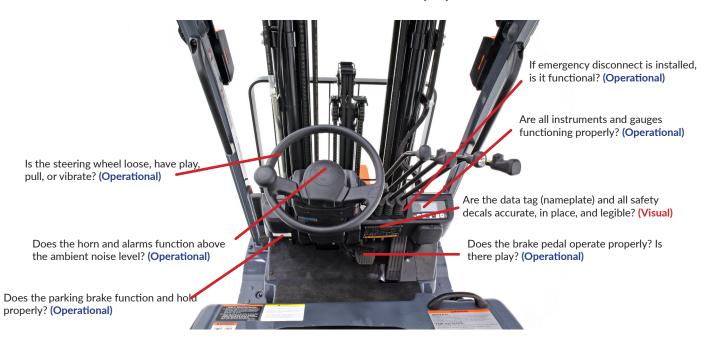
Are the fluids (engine oil, water/ coolant, brake, and hydraulic fluid) at the correct level, free of contaimination, and of proper consistency? (Visual)



If not a maintenance-free battery, is the water at the correct level? (Visual)

Are the battery holddowns and hood latch intact and secure? (Visual)

## **Electric & Internal Combustion (IC) Forklifts**



## **Electric Forklifts**

Are all equipped mirrors clean and reflective? (Operational)

Operable and free of damage and debris? Is the mounting secure? (Operational)

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Are all equipped lights If a fire extinquisher is installed, is operable and free of it charged and secure? (Visual)

Is the overhead guard free of any damage, bending, cracks, comprised welds, looseness, and drill holes? (Visual)

Is the operator's manual present? (Visual)

Is seat belt mounting secure? Is the belt free of frays and rips? Is the buckle operable and damage free? (Operational)

Does the operator presense sensing system (OPSS) function as it should? (Operational)

Is the exterior of the lift (around and underneath) free of leaking fluids, damage, loose parts, cracks, and other structural defects? (Visual)

Are the fluids (brake, and hydraulic fluid) at the correct level, free of contaimination, and of proper consistency? (Visual)

Is the battery charged? Is the water at the correct level? Is the connector secure? Are the cables and lugs free of damage? (Visual)

Do all motors (drive, steer, and hydraulic) and lifting/attachment functions operate properly? Are they free of strange noises and jerky motion? (Operational)

Is the mast free of damage and cracked

Are the hydraulic cylinders (lift and tilt) secure and leak-free? (Visual)

Are the lift chains and hoses leak-free? Are there any signs of damage? Are the chains lubricated? (Visual)

welds? Are the chains and carriage level?

Are the forks and load back rest free of cracks, bends, and loose bolts? Are the forks within wear limits? Is the fork locking pin secure and operable? (Visual)

Are the tires and hubs free of chunking, cuts, wear, and damage? Are the hub nuts tight? If pneumatic, is the tire pressure at the correct level? (Visual)

Has all rubbish been removed from the operators compartment? (Visual)

Are the battery holddowns and hood latch intact and secure? (Visual)