1 Purpose

The purpose of these procedures is to ensure that a powered industrial vehicle (PIV) is safe to operate before it is used. They cover initial inspections, when the PIV is first brought on-site and immediately after service, maintenance, or repair, and pre-use inspections before each shift. They apply to workers (as operators and custodians).

2 Procedures

2.1 Initial

<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Custodian</td>
<td>Conducts initial inspection when PIV is first brought on-site and after service, maintenance, or repair, using the PIV: Inspection Checklist or a device-specific checklist</td>
</tr>
</tbody>
</table>
| 2.   | Custodian | If the PIV does not pass inspection  
|      |        | • Tags it DANGER – DO NOT OPERATE  
|      |        | • Removes it immediately from service  
|      |        | • Contacts Fleet Services for repair |
| 3.   | Custodian | Keeps checklist for a minimum of one year and makes available upon request |

2.2 Pre-use

<table>
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<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
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| 1.   | Operator | Before using checks that PIV has been inspected before each shift, and if no inspection has been done, conducts one using the PIV: Inspection Checklist or a device-specific checklist  
|      |        | • If PIV passes inspection, places completed checklist in a weatherproof enclosure on the PIV, where it must remain throughout the shift, and skips to step 4.  
|      |        | • If the PIV does not pass inspection, tags it DANGER – DO NOT OPERATE, removes it immediately from service, and contacts the custodian |
| 2.   | Custodian | Checks that PIV has been properly tagged out and contacts Fleet Services for |
3 Forms

The following forms are required by this procedure:

- **PIV: Inspection Checklist** *(SLAC-I-730-0A21J-012)*. Checklist for guiding and documenting required inspections of powered industrial vehicles

- **PIV: Taylor-Dunn C-425 Electric Tow Tractor Inspection Checklist** *(SLAC-I-730-0A21J-049)*. Checklist for guiding and documenting required inspections for subject powered industrial vehicle

- **PIV: EnerSys Enforcer Battery Charging Trailer Inspection Checklist** *(SLAC-I-730-0A21J-050)*. Checklist for guiding and documenting required inspections for subject powered industrial vehicle

- **PIV: Powered Pallet Jack Inspection Checklist** *(SLAC-I-730-0A21J-051)*. Checklist for guiding and documenting required inspections for subject powered industrial vehicle

4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- The custodian keeps inspection checklists for a minimum of one year and makes them available upon request.

5 References

**SLAC Environment, Safety, and Health Manual** *(SLAC-I-720-0A29Z-001)*

- Chapter 48, “Powered Industrial Vehicles”