

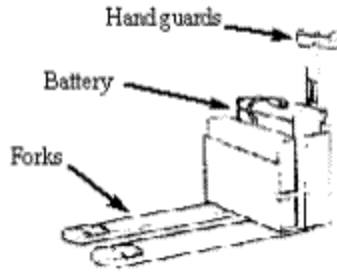
# Powered Pallet Jack Inspection Checklist

Product ID: [654](#) | Revision ID: 2292 | Date Published: 26 July 2021 | Date Effective: 26 July 2021

URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/indruckChecklistInspectPalletJack.pdf>

**ENVIRONMENT, SAFETY & HEALTH DIVISION**

Industrial trucks must be inspected by either the custodian or operator before each shift and by the custodian when the truck is first brought on-site and immediately after service, maintenance, or repair (see [Industrial Trucks: Inspection Procedures](#) [SLAC-I-730-0A21C-009]). This checklist is to be completed to document the inspection. The completed checklist is to be kept in a weatherproof enclosure on the truck, where it must remain throughout the shift, and delivered to the custodian at the end of the shift. The custodian keeps it for one year from date of inspection.



Custodian name: _____	Truck type: <u>Powered Pallet Jack</u>	Date/time: _____
Custodian number: _____	Model #: _____	Shift: _____
Inspected by: _____	Vehicle #: _____	Hours metered: _____

Inspection Item	Result	Comment	Reported to (name)
<b>Motor Off Checks</b>			
Fluid leaks on floor below vehicle	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		
Forks: condition	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		
Tires/wheels: condition/pressure			
Hand guards: attached	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		
Safety warnings: attached	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		
Operator's manual: located on vehicle and legible	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		
Capacity plate: attached	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		
<b>Motor On Checks</b>			
Unusual noises	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		
Brakes: functional	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		
Drive operations: forward and reverse	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		
Horn: functional	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		
Hour meter: functional	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		
Hoist and lowering control: functional, smooth	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		
Battery discharge indicator: functional	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		
Lights and alarms: functional	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		