

Chapter 48: [Industrial Trucks](#)

Inspection Procedures

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

1 Purpose

The purpose of these procedures is to ensure that an *industrial truck* is safe to operate before it is used. They cover initial inspections, when the truck 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

Step	Person	Action
1.	Custodian	Conducts initial inspection when truck is first brought on-site and after service, maintenance, or repair, using the Industrial Trucks: Inspection Checklist or a device-specific checklist
2.	Custodian	If the PIV does not pass inspection <ul style="list-style-type: none"> ▪ 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

Step	Person	Action
1.	Operator	Before using checks if truck has been inspected this shift, and if no inspection has been done, conducts one using the Industrial Trucks: Inspection Checklist or a device-specific checklist <ul style="list-style-type: none"> ▪ If truck passes inspection, places completed checklist in a weatherproof enclosure on the truck, where it must remain throughout the shift, and skips to step 4. ▪ If the truck does not pass inspection, tags it DANGER – DO NOT OPERATE, removes it immediately from service, and contacts the custodian

Step	Person	Action
2.	Custodian	Checks that truck has been properly tagged out and contacts Fleet Services for repair
3.	Custodian	Conducts initial inspection after repair
4.	Operator	Performs work and returns completed checklist to custodian once work or shift is completed
5.	Custodian	Keeps checklist for a minimum of one year and makes available upon request

3 Forms

The following forms and systems are required by these procedures:

- [Industrial Trucks: Inspection Checklist](#) (SLAC-I-730-0A21J-012). Checklist for guiding and documenting required inspections of industrial trucks
- [Industrial Trucks: Taylor-Dunn C-425 Electric Tow Tractor Inspection Checklist](#) (SLAC-I-730-0A21J-049). Checklist for guiding and documenting required inspections for subject industrial truck
- [Industrial Trucks: EnerSys Enforcer Battery Charging Trailer Inspection Checklist](#) (SLAC-I-730-0A21J-050). Checklist for guiding and documenting required inspections for subject industrial truck
- [Industrial Trucks: Powered Pallet Jack Inspection Checklist](#) (SLAC-I-730-0A21J-051). Checklist for guiding and documenting required inspections for subject industrial truck

4 Recordkeeping

The following recordkeeping requirements apply for these procedures:

- 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, “Industrial Trucks”](#)