



All DeLong's Facilities

Procedure #:  
CS-008

Pre-Shift  
Fork Truck  
Inspection

Rev 1

### 1. Purpose:

1.1 The purpose of this procedure is to outline the criteria for the pre-shift fork truck inspection.

### 2. Responsibility:

2.1 The Environmental Health and Safety (EHS) Manager is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

2.2 The EHS Manager and/or Supervisors are responsible for implementation of this procedure, and training of all employees with regard to this procedure.

### 3. References:

3.1 29 CFR 1910.178 Powered industrial trucks.

### 4. Procedure:

4.1 Each fork truck will be inspected to the criteria on the Pre-Shift Fork Truck Inspection Checklist (FORM #005).

4.2 The Pre-Shift Checklist will be completed in its entirety. This includes but is not limited to the date, fork truck number, engine hours at the beginning of the shift, and pass or fail for each line item of the inspection.

4.3 The completed checklist form will be placed in the checklist holder on the fork truck during each shift. Any fork truck in operation must have a completed checklist for that shift. The checklist will be turned in to the department supervisor, and forwarded to safety and/or maintenance.

4.4 In the event a fork truck fails any of the criteria listed in Table 1, the truck will be locked out per Work Instruction (CS-009) Lockout Tagout. The supervisor will be notified and a maintenance work order will be created. The fork truck will not be released for service until it passes the Pre-Shift Fork Truck Inspection Checklist criteria listed in Table 1.

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Table 1

1	Forks and mast are not bent, worn, or cracked.
2	Hydraulic lines are free of leaks
3	Fuel lines are free of leaks
4	Horn works
5	Lift and lower operates smoothly
6	Tilt operated smoothly
7	Control levers are not loose or binding, and freely return to neutral
8	Steering is smooth and responsive, free of excess play
9	Brakes work and function smoothly. No fluid leaks
10	Backup alarm works

All other items listed on the Pre-Shift Fork Truck Inspection Checklist will be subject to the operator submitting the completed checklist to the supervisor and the supervisor and/or safety creating a work order for repairs.

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