

NAME

DATE

PIT Inspection and Maintenance Checklist

Purpose: Use this checklist to help you carry out a preoperational maintenance check on your electric pallet jack each time you use it.

Instructions for use: You can print this checklist and fill the checklist in by hand, or recreate the checklist in a spreadsheet or word processing program.

It's important to always perform a preoperational check of your electric pallet jack.

Electric pallet jack preoperational checklist

	Check completed (Y/N)	Comments
Visually check the forks,		
• for signs of wear (paying special attention to the heel)		
• for cracks and excessive rust		
• for straightness		
• to ensure the angle (between the upper face of the blade and the face of the shank) is within specification		
• to ensure that the tips of the forks are at the same height		
Check that forks can be raised and lowered properly and are in good working order		
Check that the positioning lock (if provided) is in good repair and working order		
Confirm that operator's manual is on the unit		
Check tire condition and pressure		

	Check completed (Y/N)	Comments
Inspect for any cracks, leaks, or other visual defects		
Check all fluid levels are correct		
Check that nameplate is present and legible		
Confirm safety features (horn, alarm, etc.) are working		
Check that shutoff switches are working		