Electric Pallet Jack Pre-Shift Checklist

Unit: _____ Date: _____ Shift: _____ Operator: _____

Visual checks, motor off	OK	Repair
Look for hydraulic oil or battery leaks.	☐	☐
Inspect the forks for damage.	☐	☐
If the truck has a load backrest extension, confirm it is attached.	☐	☐
Visually check hydraulic hoses and cables.	☐	☐
Confirm safety warning decals are attached (see the parts manual for locations).	☐	☐
Make sure decals and plates are in place and readable.	☐	☐
Confirm the capacity plate is attached and matches the model, serial number and any attachments.	☐	☐
Check battery water/electrolyte level and state of charge.	☐	☐
Wear a face shield, rubber apron and rubber gloves when checking electrolyte.	☐	☐
Adjust and fasten the battery restraint.	☐	☐
Check the hydraulic fluid level.	☐	☐
Make sure the operator's manual is on the truck in its container.	☐	☐
Check that all safety devices are working.	☐	☐

Operational checks, motor on	OK	Repair
Test the parking brake.	☐	☐
Test the service brake.	☐	☐
Check that steering operates smoothly.	☐	☐
Test the drive control in forward and reverse.	☐	☐
Test the raise and lower (hoist and lowering) control.	☐	☐
Test the horn.	☐	☐
Check lights and alarms, where fitted.	☐	☐
Check that the hour meter works.	☐	☐
Check that the battery discharge indicator works.	☐	☐
Check that instrument monitors work.	☐	☐
Listen for unusual noises and have them investigated right away.	☐	☐

If you find a problem	OK	Repair
Do not use a truck that needs repair, is defective or is unsafe; take it out of service.	☐	☐
Record the problem and report it to your supervisor.	☐	☐
Have a qualified mechanic correct all problems.	☐	☐

Defects found / action taken:

Signature: _____

Sources (checked 2026):

Sample Daily Checklists for Powered Industrial Trucks - https://www.osha.gov/training/library/powered-industrial-trucks/checklist
eTool : Powered Industrial Trucks (Forklift) - Operating the Forklift - Pre-Operation - https://www.osha.gov/etools/powered-industrial-trucks/operating-forklift/pre-operation
Free from www.warehousemachines.com. The manufacturer's manual and data plate always come first.