

## Pre-start up Circle Check for Electric Tugger/Tow Tractor

**Truck #** \_\_\_\_\_

A circle check is to be completed and recorded, when the Electric Tugger/Tow Tractor is used for the first time on a shift.

Physical Checks include looking for:

- signs of battery leaks, cable damage
- low water levels (dry moss shield once a week).
- recent dints or gouges.
- damaged wheels or material caught in wheels.

Mechanical Checks include:

- listening unusual noises with power on
- check that the horn is working.
- proving that the up, down, forward and back controls are operate and return to neutral..
- proving that the brake works - lower position (pressed down) - upper position. (released)
- checking that plugging (changing the direction controls) acts as a brake
- making pallet truck move forward by pushing bumper button.
- proving that the coupler is operating properly
- checking for signs of slow oil leaks if parked for a long period

If there are no reasons for concern write your initials besides today's date on the reverse side and return this check sheet to its proper place.

If there are concerns, write them in the space below and contact your supervisor. The supervisor will decide the action required and record it beside your comments.

Date    Concerns    Operator's Initials  
Action to be taken.    Supervisor's Initials

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**Circle Check Record Sheet for \_\_\_\_\_**

At least once a month the supervisor demonstrates due diligence by asking a worker to complete an extra checks with the supervisor present and then adds his/her initial besides the worker's.

date	month of _____			date	year 200 _____		
	shift 1st	2nd	3rd		shift 1st	2nd	3rd
1				16			
2				17			
3				18			
4				19			
5				20			
6				21			
7				22			
8				23			
9				24			
10				25			
11				26			
12				27			
13				28			
14				29			
15				30			
				31			

At the end of each month the completed sheets should be filed for a period of at least one year.

**Potential Uses**

Trend analysis by the committee members

Mechanical history of the equipment

Demonstrate "due diligence" to the MOL

Reference sheet for the mechanic

visit [www.safetycoach.ca](http://www.safetycoach.ca) for details about material handling training