

PRE-START UP CIRCLE CHECK FOR COUNTERBALANCE FORKLIFT TRUCK

Truck # _____

A circle check is to be completed and recorded, at least once, when the forklift truck is used for the first time on a shift.

Physical Checks

- Check for signs of propane leaks. Check gauge to determine amount of fuel.
- Look for recent signs of contact. Check condition of wheels and wound up material.
- Check forks for signs of damage. Check lift chains and hoses for signs of wear/leaks.
- Check masts for signs of wear.

Mechanical Checks

- Start engine, listen for unusual noises.
- Check horn. Confirm that each of the fork controls is operating smoothly.
- Drive forward and test the brake. Confirm the safety brake is holding.
- Drive backwards and check steering control.
- Check lights, if required. Check back up signal and blinking light if present.
- Check for signs of slow leaks if parked over weekend.
- Check fluid levels at least once a week.

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 after your concerns.

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

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 least once a month the supervisor demonstrate due diligence by asking a worker to complete an extra check with the supervisor present and then add his/her initial besides the worker's.

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

Demonstrate "due diligence" to the MOL

Mechanical history of the equipment

Reference sheet for the mechanic

(Created by LTS)