Pallet jack checklist

Date _____ **Time** _____

Location _____ **Operator name** _____

Jack or unit number _____ **Manual or powered** _____

Frame and forks	Pass	Fail	N/A
Forks are straight, with no cracks or bent tips	☐	☐	☐
Frame and welds show no cracks	☐	☐	☐
Load wheels and steer wheels turn freely and aren't chipped or worn	☐	☐	☐
No wire, shrink wrap or debris wrapped around the wheels	☐	☐	☐
Handle and handle pivot are secure	☐	☐	☐

Controls and brakes	Pass	Fail	N/A
Lift and lower control works smoothly	☐	☐	☐
Jack lowers under control and doesn't drop	☐	☐	☐
Steering moves freely	☐	☐	☐
Brake works, if the jack has one	☐	☐	☐
No hydraulic leaks at the pump or cylinder	☐	☐	☐

Powered units only	Pass	Fail	N/A
Battery is secure, with no cracks, leaks or loose cables	☐	☐	☐
Charger cord and plug are undamaged	☐	☐	☐
Horn works	☐	☐	☐
Travel and brake controls return to neutral when released	☐	☐	☐
Emergency stop or reverse button works, per the maker's manual	☐	☐	☐

Labels	Pass	Fail	N/A
Capacity plate is in place and readable	☐	☐	☐
Warning labels are in place and readable	☐	☐	☐

Defects found and action taken

_____

_____

_____

Taken out of service? ☐ Yes ☐ No **Reported to** _____

Inspector signature _____ **Date** _____

Supervisor review _____ **Date** _____