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| Date |  |
| Location |  |
| Completed by |  |

| OK = Satisfactory | AN = Action Needed | N/A = Not Applicable | **OK** | **AN** | **N/A** |
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| Capacity, operation and maintenance instruction plates, tags or decals are changed to specify any modifications or additions to the vehicle. |  |  |  |
| Written approval from the forklift manufacturer has been obtained for any modifications or additions that affect the capacity and safe operation of the vehicle. |  |  |  |
| Replacement parts of forklifts are equivalent in terms of safety with those used in the original design. |  |  |  |
| Nameplates and markings are in place and maintained in a legible condition. |  |  |  |
| Forklifts that are used in hazardous locations are appropriately marked/approved for such use. |  |  |  |
| Battery charging is conducted only in designated areas. |  |  |  |
| Appropriate facilities are provided for flushing and neutralizing spilled electrolytes, for fire extinguishing, for protecting charging apparatus from damage by forklifts, and for adequate ventilation to disperse fumes from gassing batteries. |  |  |  |
| Conveyors, overhead hoists, or equivalent materials handling equipment are provided for handling batteries. |  |  |  |
| Carboy tilters or siphons are used for handling electrolytes. |  |  |  |
| Forklifts are properly positioned, and brakes applied before workers start to change or charge batteries. |  |  |  |
| Vent caps are properly functioning. |  |  |  |
| Reinstalled forklift batteries are properly positioned and secured. |  |  |  |
| Precautions are taken to prevent smoking, open flames, sparks, or electric arcs in battery charging areas and during storage/changing of propane fuel tanks. |  |  |  |
| Tools and other metallic objects are kept away from the top of uncovered batteries. |  |  |  |
| The warehouse or work area is well ventilated. Concentrations of noxious gases and fumes are kept below acceptable levels. |  |  |  |
| Fuel tanks are only filled when the forklift engine is not running. |  |  |  |
| Forklift operators are competent to operate a vehicle safely as demonstrated by successful completion of training and evaluation conducted and certified by persons with the knowledge, training, and experience to train operators and evaluate their performance. |  |  |  |
| The forklift training program includes all forklift-related topics, workplace-related topics, and the requirements of OSHA Standard 1910.178 for safe forklift operation. |  |  |  |
| Refresher training and evaluation is conducted whenever a forklift operator has been observed operating the vehicle in an unsafe manner or has been involved in an accident or a near-miss incident. |  |  |  |
| Evaluations of each forklift operator’s performance are conducted at least once every three years. |  |  |  |
| Refresher training and evaluation is conducted whenever a forklift operator is assigned to drive a different type of forklift or whenever a condition in the workplace changes in a manner that could affect safe operation of the forklift. |  |  |  |
| Employee training is documented. |  |  |  |
| Load engaging means are fully lowered, with controls neutralized, power shut off and brakes set when a forklift is left unattended. |  |  |  |
| Forklift operators maintain a safe distance from the edge of ramps or platforms while using forklifts on any elevated dock, or platform. |  |  |  |
| There is sufficient headroom for the forklift and operator under overhead installations, lights, pipes, sprinkler systems, etc. |  |  |  |
| Overhead guards are provided in good condition to protect forklift operators from falling objects. |  |  |  |
| Forklift operators observe all traffic regulations, including authorized facility speed limits. |  |  |  |
| Forklift operators look in the direction of and keep a clear view of the path of travel. |  |  |  |
| Operators run their forklifts at a speed that will permit the vehicle to stop in a safe manner. |  |  |  |
| Dock boards (bridge plates) are properly secured when loading or unloading from dock to forklift. |  |  |  |
| Forklift operators do not engage in stunt driving or horseplay, which are prohibited. |  |  |  |
| All loads are stable, safely arranged, and fit within the rated capacity of the forklift. |  |  |  |
| Forklifts are examined for safety before being placed into service and unsafe or defective forklifts are removed from service. |  |  |  |

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| Action Needed Items and Additional Notes: |
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