

Electric Pallet Jack Inspection Checklist

Pre-use checks for powered pallet jacks and walkie pallet trucks.

Company/Site	Equipment ID	Department
Date	Shift	Operator

Inspection items

Check item	OK	Not OK	Notes / action
Forks, frame, load wheels, steer wheels, guards, and visible hardware show no unsafe damage.			
Handle, tiller, throttle, lift/lower controls, horn, and emergency reverse respond normally.			
Service brake, coast control, parking function if equipped, and steering operate correctly.			
Battery is secure; cable, connector, charger plug, and compartment show no damage.			
Lift and lower functions operate smoothly without unexpected drop or hydraulic leak.			
Capacity marking, warning labels, and equipment ID are visible where applicable.			
Control, brake, battery, wheel, fork, or leak defects are recorded before use.			

Defect log

Describe defect, exact location, action taken, and whether equipment was removed from service.

Operator signature / date	Supervisor or reviewer / date
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