



# City of New London

# Powered Industrial Truck Program

September 11, 2003

# **POWERED INDUSTRIAL TRUCK PROGRAM**

## **I. PURPOSE**

The purpose of this Powered Industrial Truck Program is to protect the health and safety of all employees assigned to operate powered industrial trucks and to comply with requirements of 29 CFR 1910.178 (Powered Industrial Trucks).

## **II. AUTHORITY & REFERENCE**

Occupational Safety and Health Administration (OSHA) 29 CFR 1910.178 (Powered Industrial Trucks)

Department of Commerce, Wisconsin Administrative Code 32.15

## **III. RESPONSIBILITY FOR COMPLIANCE**

- A. The Human Resource Coordinator will be responsible for the following:
  - 1. Developing specific policies and procedures pertaining to the operation and maintenance of powered industrial trucks (PIT).
  - 2. Coordinating the training and performance testing of PIT operators.
  - 3. Maintaining the training certification records and performance tests of all employees included in the training sessions.
  - 4. Periodically reviewing the effectiveness of the program.
  
- B. The supervisor is responsible for:
  - 1. Ensuring that all employees who operate powered industrial trucks in their departments have received appropriate training.
  - 2. Providing observations and feedback to operators to ensure safe equipment operation.
  - 3. Ensuring that the vehicles under their responsibility are properly inspected and maintained in a safe operating condition.
  
- C. Powered Industrial Truck Operators are responsible for:
  - 1. Operating all powered industrial trucks in a safe manner.
  - 2. Inspecting powered industrial trucks at the beginning of each work shift and completing the appropriate inspection forms.
  - 3. Reporting all equipment defects and/or maintenance needs to their supervisors immediately.

#### IV. DEFINITION OF TERMS

The following terms are associated with the design, type and use of powered industrial trucks:

- A. **Backrest:** Supports the load when tipped back and adds stability.
- B. **Carriage:** The part of the mast where the forks and backrest are mounted.
- C. **Counterbalance Forklifts:** Designed for both indoor and outdoor use, counterbalance truck wheels as their center of gravity and can be powered by battery, propane, gasoline or diesel fuel.
- D. **Full-tapered forks:** Forks that gradually increase in thickness from the tip of the fork all the way back to the fork's heel (rear). Full-tapered forks are used to lift lighter loads.
- E. **Half-tapered forks:** Forks that gradually increase in thickness from the tip of the fork (front) to about midway back where the blade reaches its maximum thickness. Half-tapered forks are used to lift heavier loads.
- F. **Identification Plate:** Contains information about the truck's design and capacity including information about the truck's engine, load capacity, serial number, weight and the truck's type designation. The identification plate may also contain additional information specific to that type of truck.
- G. **Lift Cylinders:** Hydraulically operated single acting cylinders used to lift the carriage.
- H. **Load Center:** The distance from the heels of the forks to the load's center of gravity.
- I. **Mast:** The mechanism on the truck that raises and lowers the load. The mast is made up of a set of tracks that house bearings and chains.
- J. **Material Handling:** Any activity that involves picking up and moving materials, parts and/or finished products.
- K. **Powered Industrial Truck:** An industrial vehicle used to carry, push, pull, lift or stack material that is powered by an electric motor or an internal combustion engine. Included are vehicles that are commonly referred to as forklift trucks, rider trucks, motorized or powered hand trucks, pallet trucks and tugs. Not included are compressed air or nonflammable compressed gas-operated industrial trucks, farm vehicles or vehicles intended primarily for earth moving or over-the-road hauling.

- L. **Powered Pallet Jack:** A type of powered industrial truck designed to move palletized materials. These trucks may be called *walkies*, or *walkie riders*.
- M. **Order Picker:** A type of truck designed to allow the operator to ride up and down the load so that individual items can be pulled from a rack or storage shelf.
- N. **Overhead Guard:** A guard over the operator's head that protects the operator from falling debris. **Note:** The overhead guard is not designed to withstand the full impact of falling objects.
- O. **Rated Capacity:** The maximum weight that the truck is designed to lift as determined by the manufacturer. To lift the maximum rated capacity, the load must be as close as possible to the drive wheels. The rated capacity of a truck can be found on the Identification Plate on the vehicle and/or in the manufacturers operator manual.
- P. **Side Stability:** Refers to the truck's ability to resist tipping sideways under various loaded and unloaded conditions.
- Q. **Tilt Cylinders:** Hydraulically operated double acting cylinders used to tilt the backrest and forks. Tilt cylinders work in both forward and backward directions.
- R. **Type designation:** Refers to the truck's power source (diesel, gas, electric or liquefied propane gas) and if the truck is equipped with any additional safeguards to the exhaust, fuel and/or electrical systems. The designation will also indicate any locations where the truck may not be used such as in atmospheres containing flammable vapors or dusts.

## V. POWERED INDUSTRIAL TRUCK RULES FOR SAFETY

The following is a list of safety rules pertaining to the operation of a powered industrial truck.

### A. Truck Operations:

1. A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, platform or freight car.
2. When leaving the truck unattended, the forks shall be fully lowered, the controls placed in neutral, the power shut off, the brakes set to and the key or connector plug removed. The wheels shall be blocked if the truck is parked on an incline. **Note:** A powered industrial truck is

considered unattended when the operator is 25 feet or more away from the vehicle which remains in his/her view or whenever the operator leaves the vehicle and the truck in not in view.

3. Trucks shall not be used to open or close freight doors.
4. The brakes of trucks, trailers and railroad cars shall be set and wheel chocks or stops shall be in place to prevent movement during loading and unloading operations. Fixed jacks may be necessary to support a semi-trailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of trucks, trailers and railroad cars shall be checked by the operator for breaks and weakness before driving these vehicles into these surfaces.
5. An overhead guard shall be used as protection against falling objects.  
**Note:** The overhead guard is intended to offer protection from the impact of small packages, boxes or bagged materials only.
6. A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of the load from falling rearward.
7. Fire doors, access to stairways, fire extinguishers and emergency exits shall always be kept clear.
8. Only approved industrial trucks shall be used in hazardous conditions.
9. Powered industrial trucks shall not be driven up to anyone standing in front of a bench or other fixed object.
10. No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
11. Passengers are not permitted to ride on powered industrial trucks unless authorized and the truck is equipped with a safe place for the passenger to ride.
12. The operator shall never place his/her arms between the uprights of the mast or outside the running lines of the truck.
13. The operator shall never push one load with another load.
14. Spinner knobs must not be attached to the steering handwheels of trucks not originally equipped with such knobs.
15. Never lift people on the forks of a powered industrial truck unless the truck has a properly designed safety platform securely attached to the lifting carriage and/or forks, means shall be provided whereby personnel on the platform can shut off power to the truck. Protection

from falling objects as indicated necessary by the operating conditions shall also be provided.

## **B. Traveling**

1. All traffic regulations shall be observed, including observing all STOP SIGNS.
2. A safe distance of approximately three truck lengths from the truck ahead shall be maintained whenever possible.
3. The "Right of Way" shall be yielded to ambulances or other vehicles in emergency situations.
4. The operator shall always slow down and sound the horn at intersections and other locations where vision is obstructed.
5. If the load being carried obstructs forward view, the operator shall travel in reverse with the load trailing.
6. Railroad tracks shall be crossed diagonally whenever possible. Parking closer than 8 feet from the center of railroad tracks is prohibited.
7. Grades shall be ascended or descended slowly. When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade. Unloaded trucks shall be operated on all grades with the load engaging means downgrade. On all grades, the load and load engaging means shall be tilted back and raised only as far as necessary to clear the road surface.
8. The operator shall slow down for wet and slippery floors.
9. Dockboards or bridgeplates shall be properly secured before they are driven over and their rated capacity shall never be exceeded. Dockboards or bridgeplates shall always be driven over carefully and slowly.
10. Elevators shall be approached slowly and then entered squarely after the elevator car is properly leveled. Once on the elevator, the transmission shall be in neutral, the engine shut off and the brakes set to prevent movement.
11. Motorized hand trucks must always enter elevators with the load end forward.
12. When making turns, the operator shall reduce the truck's speed to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion.

13. Other trucks traveling in the same direction of at intersections, blind spots or other dangerous locations shall not be passed.
14. Horseplay and stunt driving, including spinning of the tires, is not permitted.
15. Running over loose objects in aisleways shall be avoided.
16. Under all travel conditions, the truck shall be operated at a speed that will permit the truck to be brought to a stop in a safe manner.
17. The operator shall always look in the direction of travel and keep a clear view of the path of travel.

**C. Loading / Stacking:**

1. Only stable and safely arranged loads shall be handled. Use extreme caution when handling off-centered loads that cannot be centered on the forks.
2. Only loads within the rated capacity of the trucks shall be handled.
3. The forks shall be placed under the load as far as possible and the mast carefully tilted backward to stabilize the load.
4. Extreme care shall be used when tilting the load forward or backward especially when high tiering. An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack of material.
5. When stacking or tiering loads, the operator shall tilt the load backward only enough to stabilize the load.
6. The operator shall remove unsafe containers and pallets from service.
7. Trucks equipped with attachments shall be operated as a partially loaded truck when not handling a load.
8. The operator shall adjust long and high loads, including multiple-tiered loads that may affect the capacity of the truck.
9. The operator shall insure there is always a safe distance between the mast and overhead lights, pipes and sprinkler systems.

#### **D. Maintenance of the Truck:**

1. Powered industrial trucks shall be inspected before being placed in service. This inspection shall be made at least daily. Trucks used on a round-the-clock basis shall be inspected after each shift.
2. If at any time during the driver's shift a truck is found to be unsafe, the operator shall immediately notify his/her supervisor and remove the truck from service until it has been restored to safe operating condition.
3. Spillage of excess oil or fuel shall be carefully cleaned up and disposed of in accordance with state and federal regulations. Appropriate authorities shall be notified if required by law.
4. The operator shall always wear the proper personal protective equipment when fueling the truck or performing any other maintenance on the truck.
5. No truck shall be operated with a leak in the fuel system until the leak has been corrected.
6. Open flames shall not be used to check the electrolyte level in batteries or the gasoline level in the fuel tank.
7. Smoking is not allowed while changing LPG tanks, refueling gas powered trucks or changing batteries for electric powered vehicles.

#### **VI. EQUIPMENT INSPECTION AND MAINTENANCE**

- A. The operator shall conduct an examination of the truck before the vehicle is placed into service. This inspection must be made at least daily. When trucks are used on a round-the-clock basis, each truck shall be inspected after each shift. \*The results of these inspections will be documented on Powered Industrial Truck Inspection Checklist (See Appendixes A and B).
- B. The operator shall immediately notify his/her supervisor if the truck is found to be in need of repair and/or unsafe.
- C. If repairs are needed on a powered industrial truck that prevent its safe operation, the truck will be taken out of service until the repairs have been made.
- D. All repairs must be made by authorized personnel only.
- E. When the temperature of any part of any truck is found to be in excess its normal operating temperature, the vehicle must be

removed from service and not returned to service until the cause for the overheating has been eliminated.

- F. Any vehicle that emits hazardous sparks, flames or smoke from the exhaust system shall be removed from service and not returned from service until the cause for the hazardous emissions has been corrected.
- G. Powered industrial trucks are to be kept in a clean condition and free of excess lint, oil, and grease. Only noncombustible agents should be used for cleaning trucks. Cleaning trucks with low flash point solvents (below 100 degrees Fahrenheit) is not permitted.
- H. Precautions regarding toxicity, ventilation, personal protective equipment and fire hazards are to be followed as stated on the warning label and/or the Material Safety Data Sheet (MSDS) for that particular cleaning agent.
- I. All parts used in any industrial truck requiring replacement shall be replaced only with part equal in safety to those parts originally provided by the manufacturer.

## **VII. OPERATOR TRAINING**

- A. Only employees who have successfully completed training in accordance with 1910.178(1) will be permitted to operate a powered industrial truck.
- B. Training shall consist of a combination of formal instruction (lecture, discussion, videotape program, written material), practical training (demonstrations performed by the trainer) and practical exercises performed by the trainee, and evaluation of the operator's performance in the workplace.
- C. All operator training and evaluation will be conducted by persons who have knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.
- D. The formal (classroom) training shall include a review/discussion of the following topics:
  - 1. The factors that affect the stability of the truck.
  - 2. The safe operations of powered industrial trucks.
  - 3. The similarities and differences between powered industrial trucks and automobiles.

4. The proper techniques of battery charging and refueling.
  5. The inspection of powered industrial trucks.
  6. Vehicle capacity.
  7. Load manipulation, stacking and unstacking.
  8. Pedestrian traffic in areas where the vehicle will be operated.
  9. Narrow aisles and other restricted places where the vehicle will be operated.
  10. Other unique and potentially hazardous environmental conditions in the workplace that could affect the safe operation of the vehicle.
- E. Refresher training in relevant topics shall be provided to the operator when:
1. The operator has been observed to operate the vehicle in an unsafe manner.
  2. The operator has been involved in an accident or near-miss incident.
  3. The operator has received an evaluation that reveals that the operator is not operating the truck safely.
  4. The operator is assigned to drive a different type of truck.
  5. A condition in the workplace changes in a manner that could affect safe operation of the truck.
- F. An evaluation of each PIT operator's performance shall be conducted at least once every three years.
- G. If an operator has previously received training in a topic specified in paragraph 29 CFR 1910.178, and the training is appropriate to the truck and working conditions encountered, additional training in that topic is not required if the operator has been evaluated and found competent to operate the truck safely.
- H. All training will be documented on the *Powered Industrial Truck Training Certification* form provided in Appendix B. The certification shall contain each employee's name, the date of training and the name of the instructor.

## VIII. PROGRAM REVIEW

- A. The Human Resource Coordinator will review and evaluate the effectiveness of this program when any of the following occurs:
1. On an annual basis using the *Powered Industrial Truck Safety Checklist* provided in Appendix C.
  2. When changes occur to the OSHA Powered Industrial Truck Standard that require a revision to this program.
  3. When changes occur to related procedures that require a revision.
  4. When facility operational changes occur that require a revision.
  5. When there is an accident or near miss that relates to this area of safety.

Appendix A

**Powered Industrial Truck Inspection Checklist**

**(Gas or LPG Powered Vehicle)**

**Truck No.:** \_\_\_\_\_ **Hour Meter Reading:** \_\_\_\_\_

CHECK EACH ITEM	CONDITION		EXPLAIN BELOW IF NOT OK
	OK	NOT OK	
<b>1. Fluid Levels</b>			
<b>2. Gauges and Indicators</b>			
<b>3. Brakes</b>			
<b>4. Steering</b>			
<b>5. Lights</b>			
<b>6. Tires</b>			
<b>7. Forks</b>			
<b>8. Carriage Operation</b>			
<b>9. Lift and Tilt Controls</b>			
<b>10. Horn</b>			
<b>11. Visible Damage/ Leaks</b>			

**Additional Remarks:**

\_\_\_\_\_

\_\_\_\_\_

**Inspected By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(See Inspection Guide on Reverse Side)

## **Gas or LPG Powered Truck** **Inspection Guide**

- **Fluid Levels:** Check the oil, coolant and fuel levels. If levels are low, fill before continuing inspection. In addition, check under the truck for visible signs of leaks.
- **Fuel Tank:** Inspect the tank for cracks, broken welds and other damage.
- **Gauges and Indicators:** Check all gauges and indicators for normal readings.
- **Brakes:** To test the brakes, push down on the brake pedal. The pedal should travel freely before meeting any resistance. Then press the pedal again and hold it for ten seconds. The brake pedal should hold solid and not feel mushy. Next, travel forward and press down brake pedal. The truck should come to a complete stop without any hesitation or jerky movements. Make sure the parking brake is working properly.
- **Steering:** Turn the steering wheel both ways and make sure it turns completely. The wheel should not feel loose or hesitate and the pump should not squeal.
- **Mast:** Check for broken or cracked weld points and any obvious damage such as dents. Make sure the roller tracks are greased and the chains travel freely.
- **Overhead Guard:** Inspect the overhead guard for any visible damage including damage to welds and bolts.
- **Tires:** Look for excessive wear, splitting and/or missing tire material. Make sure the rubber isn't separated from the rim. Check the wheel nuts for tightness.
- **Forks:** Check to make sure the forks are not damaged and the pins are in place.
- **Carriage Operation:** Lift the carriage to its maximum height. The carriage should go up smoothly and completely. Tilt the mast to full forward and return it to normal position. Then lower the carriage all the way down. Listen for unusual, grinding or metal-on-metal sounds that may indicate a problem.
- **Hydraulic Controls:** Check the hydraulic fluid levels and tilt cylinders for damage, leaks or loose fittings. Inspect the mounting hardware on the cylinders to make sure the hardware is secure.
- **Horn and Lights:** Sound horn and turn on all the lights.
- **Backup Alarm (if equipped):** Check to make sure the alarm is audible.
- **Mirrors (if equipped):** Check to see if the mirrors are damaged or missing. The operator shall immediately notify his/her supervisor and/or maintenance personnel if the truck is found to be in need of repair, defective and/or unsafe in any way and remove the truck from service. **All repairs must be made by authorized personnel.**



# Powered Industrial Truck Safety Checklist\* (See CFR 1910.178)



## Vehicle Type/Use

- Do all powered industrial trucks meet the design and construction requirements of ANSI B56.1-1969, American National Standard for Powered Industrial Trucks?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- Are modifications and additions that affect the capacity and safe operation of the vehicle performed only with the manufacturer's prior written approval?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- If modifications or additions are performed, are the capacity, operation, and maintenance instruction plates or decals changed accordingly?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- Are nameplates and markings in place and legible?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- Is the proper type of truck being used for particular locations as required by Table N-1178?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- Are trucks fitted with an overhead guard if needed (unless operating conditions do not permit)?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- Are trucks equipped with a vertical load backrest extension if the type of load presents a hazard?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- Is fuel handling and storage in accordance with NFPA No. 30-1969, Flammable and Combustible Liquids Code, and NFPA No. 58-1969, Storage and Handling of Liquefied Petroleum Gases?  
Yes \_\_\_\_\_ No \_\_\_\_\_

## Changing and Charging of Batteries

- Are batteries changed and charges in specifically designated areas? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are facilities provided for flushing and neutralizing spilled electrolyte?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- Is fire protection and adequate ventilation provided? Yes \_\_\_\_\_ No \_\_\_\_\_
- Is adequate battery handling equipment provided? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are reinstalled batteries properly positioned and secured? Yes \_\_\_\_\_ No \_\_\_\_\_
- Is a carboy tilter or siphon provided for handling electrolyte? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are precautions taken not to pour acid into water or water into acid? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are truck brakes applied before batteries are charges or changed? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are vent caps in place when charging? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are battery compartment covers open when charging? Yes \_\_\_\_\_ No \_\_\_\_\_
- Is smoking prohibited in the charging area? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are precautions taken to prevent flames, sparks, or electric arcs in the charging are?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- Are tools and metallic objects kept away from the tops of uncovered batteries?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- Is adequate lighting provided in operating areas? Yes \_\_\_\_\_ No \_\_\_\_\_

## General Safety Precaution/Rules

- Is adequate lighting provided in operating areas? Yes\_\_\_\_\_ No\_\_\_\_\_
- Are concentrations of monoxide gas created by truck operations not in excess of the levels specified in 29 CFR 1910.63? Yes\_\_\_\_\_ No\_\_\_\_\_
- Are brakes set and wheel chocks placed under the rear wheels of trucks?  
Yes\_\_\_\_\_ No\_\_\_\_\_
- Are fixed jacks used (when necessary) on semi-trailers when not coupled to the tractor?  
Yes\_\_\_\_\_ No\_\_\_\_\_
- Do operators avoid driving their truck up to anyone standing in front of a bench or other fixed object? Yes\_\_\_\_\_ No\_\_\_\_\_
- Are pedestrians and other workers not permitted to stand or pass underneath the elevated portion of the truck? Yes\_\_\_\_\_ No\_\_\_\_\_
- Are unauthorized persons not permitted to ride on trucks? Yes\_\_\_\_\_ No\_\_\_\_\_
- Do drivers keep their arms or legs inside the running lines of the truck?  
Yes\_\_\_\_\_ No\_\_\_\_\_
- If trucks are unattended, are the forks fully lowered, the controls neutralized, the power shut off and brakes set? Yes\_\_\_\_\_ No\_\_\_\_\_
- Do drivers maintain a safe distance from the edge of ramps or platforms?  
Yes\_\_\_\_\_ No\_\_\_\_\_
- Do drivers check the flooring of trucks and/or trailers for breaks and weaknesses?  
Yes\_\_\_\_\_ No\_\_\_\_\_
- Do drivers leave sufficient headroom (at least 18 inches) under overhead obstructions?  
Yes\_\_\_\_\_ No\_\_\_\_\_
- If trucks are equipped for lifting personnel, is a safety platform used with means on the platform to shut off the truck's power. Yes\_\_\_\_\_ No\_\_\_\_\_ NA\_\_\_\_\_
- Are all traffic regulations observed? Yes\_\_\_\_\_ No\_\_\_\_\_
- Do drivers maintain a safe distance (at least 3 truck lengths) from the truck ahead?  
Yes\_\_\_\_\_ No\_\_\_\_\_
- Do drivers avoid passing other vehicles at intersections, blind spots or other dangerous locations? Yes\_\_\_\_\_ No\_\_\_\_\_
- Do drivers slow down and sound the horn at cross aisles and where vision is obstructed?  
Yes\_\_\_\_\_ No\_\_\_\_\_

- If the load obstructs the view, do drivers travel with the load trailing? Yes\_\_\_\_\_ No\_\_\_\_\_
- Do drivers always look in direction of path of travel? Yes\_\_\_\_\_ No\_\_\_\_\_
- Do drivers ascend and descend grades slowly? Yes\_\_\_\_\_ No\_\_\_\_\_
- Do drivers keep the load engaging means facing downgrade if the truck is unloaded?  
Yes\_\_\_\_\_ No\_\_\_\_\_
- Do drivers tilt the load back on grades (if possible) and raise the load only enough to clear  
the road surface? Yes\_\_\_\_\_ No\_\_\_\_\_
- Do drivers slow down for wet and slippery floors? Yes\_\_\_\_\_ No\_\_\_\_\_
- Are trucks driven carefully and slowly over dockboards and bridgeplates?  
Yes\_\_\_\_\_ No \_\_\_\_\_
- Do drivers properly secure bridgeplates and check their rated capacity? Yes\_\_\_\_\_ No\_\_\_\_\_
- Do drivers approach elevators slowly and enter squarely after the elevator is properly  
leveled? Yes\_\_\_\_\_ No\_\_\_\_\_
- Once inside the elevator, do drivers neutralize the controls, shut off the power and set  
brakes? Yes\_\_\_\_\_ No\_\_\_\_\_
- Do drivers reduce speed while negotiating turns? Yes\_\_\_\_\_ No\_\_\_\_\_

## Loading Powered Industrial Trucks

- Are loads stable and safely arranged? Yes\_\_\_\_\_ No\_\_\_\_\_
- Are loads always within rated capacity of the truck? Yes\_\_\_\_\_ No\_\_\_\_\_
- Are long or high loads that may affect the trucks capacity properly adjusted?  
Yes \_\_\_\_\_ No\_\_\_\_\_
- Are fuel system leaks corrected before truck is operated? Yes\_\_\_\_\_ No\_\_\_\_\_
- Are repairs made only by authorized personnel? Yes\_\_\_\_\_ No\_\_\_\_\_
- Are repairs involving fire hazards performed only in designated locations?  
Yes\_\_\_\_\_ No\_\_\_\_\_
- Is the battery disconnected before repairing the electrical system? Yes\_\_\_\_\_ No\_\_\_\_\_
- Are replacement parts equivalent to the original? Yes\_\_\_\_\_ No\_\_\_\_\_
- Are drivers or other personnel restricted from attaching additional counter weights to trucks unless approved by the manufacturer? Yes\_\_\_\_\_ No\_\_\_\_\_
- Are trucks examined daily before being placed into service? Yes\_\_\_\_\_ No\_\_\_\_\_
- If used around-the-clock, are trucks examined after each shift? Yes\_\_\_\_\_ No\_\_\_\_\_
- Are vehicles that overheat or emit sparks or flames form the exhaust removed from service?  
Yes\_\_\_\_\_ No\_\_\_\_\_
- Are vehicles kept clean and free of excess oil and grease? Yes\_\_\_\_\_ No\_\_\_\_\_

