

Figure 5.4: Pre-Shift Inspection Check Sheet

1. The Moffett Pre-shift Inspection Check Sheet offers several benefits:
 - OSHA compliance to 29 CFR 1910.178 (q)(7) – examination before placing the forklift into service.
 - It helps to ensure consistent forklift and operator safety.
 - It is a simple, cost-effective way to reduce maintenance and services costs.
 - It builds a record of forklift performance and problem information.
2. All checks should be performed in a SAFE ZONE. The area around the forklift should be flat and free of obstacles that would hinder the operator from performing the visual, operational, and transport checks. If anyone walks into the SAFE ZONE, stop the checks immediately and wait until the area is clear before continuing your checks.
3. There are three types of inspection: visual, operational, and transport.
 - **Visual inspections** are performed by observing the forklift when it is on the ground.
 - **Operational inspections** are performed by starting the engine and moving all controls and pedals.
 - **Transport checks** are performed by mounting the forklift to the back of the truck or trailer as preparation for transport.
4. Visual checks are to be performed first. They are done by looking at the forklift while it is on the ground. If the forklift was left mounted on the rear of the truck or trailer before your shift – first dismount the forklift and then proceed to a SAFE ZONE to begin visual checks. If any defects are identified during the visual inspection, notify your supervisor immediately. Never start operational checks if the visual inspection indicates immediate safety hazards.
5. Operational checks are done by starting the engine, moving all controls, and test driving the Moffett. Constantly monitor the gauges, listening for unusual noises, loose parts, fluid leaks, and unusual conditions. Always look at and listen to the forklift after start-up. An abnormal operational check could be your first clue to damage or a possible malfunction. If a safety-related problem is suspected, stop the inspection, turn off the engine, and notify your supervisor immediately. Never start transport checks if the operational inspection indicates a safety hazard.
6. Transport checks are the last to be performed. These inspections focus on inspecting the mounting kit and mounting the Moffett to the back of a truck or trailer. Should there be any malfunctioning lights, unusual noises, loose parts, fluid leaks, unusual conditions, or problems that arise during the mounting procedure, immediately dismount the forklift, turn off the engine, and notify your supervisor immediately.
7. The front side of the Pre-shift Inspection Check Sheet is shown. Follow the sheet by first completing the visual checks, then proceed to the operational checks, and finally conduct the transport checks.
8. The reverse side of the Pre-shift Inspection Check Sheet lists the checks in detail.
9. The inspection should begin with the Moffett on the ground, and it should conclude with a lighting inspection with the Moffett mounted on the truck or trailer.

10. The Moffett should be kept clean at all times, free of mud, debris, excess oil, and grease. Non-combustible agents should be used to clean the forklift. All cleaning and washing should be done in accordance with EPA regulations.
11. Never put your arms, legs, or any body parts between the mast uprights or outside the running lines of the forklift. To inspect the mast assembly, make sure the forklift is shut down, engage the parking brake, lower the forks, and place all controls in neutral.
12. Do not check for leaks using your hands. If any fluid leak is suspected, place a piece of cardboard under the fluid area to be inspected for at least one (1) minute, and note any leaks.
13. **Any fluid leak should be fully investigated before performing operational checks. Report all leaks to your supervisor and follow company instructions.**
NOTE: Care must be taken when adding fluids to the Moffett. Do NOT mistake diesel fuel for hydraulic oil fluid when topping off. Read and follow the labels closely.
14. If anyone walks into the inspection area, stop the check and wait until the area is clear before proceeding.
15. To properly complete the Pre-shift Inspection Check Sheet:
 - Fill in your name, your company, and the shift and date that you will be operating the Moffett Truck-mounted Forklift.
 - Fill in the Model, Serial Number, and hour meter of the forklift that you will be operating.
 - Place a check mark (✓) or an “X” in the box to the right of the inspection as you perform the inspection (visual checks, followed by operational checks, and finally the transport checks).
 - A check mark (✓) indicates that the forklift satisfactorily met the expectation for that check.
 - An “X” after any check point signifies that the forklift did not satisfactorily meet the requirements for that check. List the problem(s) at the bottom of the Daily Pre-shift Inspection Checklist and report the defect to your supervisor. **Do not proceed with the inspection if a problem is suspected.**
 - Properly file the Daily Pre-shift Inspection Checklist with your supervisor in accordance with your company policies.

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MOFFETT MOST PROGRAM

Daily Pre-Shift Inspection Checklist

✓ - Satisfactory
X - Unsatisfactory

Operator: _____ Shift: _____

Company: _____ Date: _____

Model: _____ Serial #: _____ Hour Meter: _____

1. VISUAL Checks

All Models

- | | | |
|---|--|---|
| <input type="checkbox"/> 1. Operator Manual & Manual Box | <input type="checkbox"/> 14. Mast | <input type="checkbox"/> 27. Top Hood |
| <input type="checkbox"/> 2. Decals & Data Plate | <input type="checkbox"/> 15. Over-Roller Hoses and Rollers (if fitted) | <input type="checkbox"/> 28. Coolant |
| <input type="checkbox"/> 3. Side Guard/Latch/Hinges | <input type="checkbox"/> 16. Mast Chains | <input type="checkbox"/> 29. SMV Sign |
| <input type="checkbox"/> 4. Overhead Guard | <input type="checkbox"/> 17. Load Backrest (if fitted) | <input type="checkbox"/> 30. Rear Hood |
| <input type="checkbox"/> 5. Hydraulic Level Oil Sight Gauge | <input type="checkbox"/> 18. Mast Lift Cylinder(s) and Mounts | <input type="checkbox"/> 31. Engine Oil |
| <input type="checkbox"/> 6. Left Load Support (if fitted) | <input type="checkbox"/> 19. Right Sideshift Chrome Shaft | <input type="checkbox"/> 32. Rear Steering Cylinder & Linkage |
| <input type="checkbox"/> 7. Left Carriage Cylinder | <input type="checkbox"/> 20. Right Stabilizer | <input type="checkbox"/> 33. Rear Tire and Wheel |
| <input type="checkbox"/> 8. Left Tilt Cylinder | <input type="checkbox"/> 21. Right Front Tire and Wheel | <input type="checkbox"/> 34. Seat |
| <input type="checkbox"/> 9. Left Front Tire and Wheel | <input type="checkbox"/> 22. Hydraulic Hoses and Connections | <input type="checkbox"/> 35. Seat Belt |
| <input type="checkbox"/> 10. Left Stabilizer | <input type="checkbox"/> 23. Right Tilt Cylinder | <input type="checkbox"/> 36. Steering Wheel |
| <input type="checkbox"/> 11. Sideshift Cylinder | <input type="checkbox"/> 24. Right Carriage Cylinder | <input type="checkbox"/> 37. Valve Levers |
| <input type="checkbox"/> 12. Left Sideshift Chrome Shaft | <input type="checkbox"/> 25. Right Load Support (if fitted) | |
| <input type="checkbox"/> 13. Forks | <input type="checkbox"/> 26. Fuel Tank & Fuel Cap | |

4-way Models only

- 1a. Left Wheel Counterweights
- 1b. Left Steering Cylinder
- 1c. Right Steering Cylinder
- 1d. Right Wheel Counterweights
- 1e. Mast Lift Height Sensor
- 1f. Mast Carriage Sensor

Pantograph/telescopic Fork Models only

- 1g. Left Stabilizer Friction Pad
- 1h. Left Lift Assist Assembly
- 1i. Scissor Assembly
- 1j. Right Stabilizer Friction Pad
- 1k. Right Lift Assist Assembly

2. OPERATIONAL Checks

All Models

- | | | |
|--|--|--|
| <input type="checkbox"/> 1. Operator Side Guard | <input type="checkbox"/> 7. Parking Brake (ON/OFF) | <input type="checkbox"/> 13. Diff-Lock (FWD/REV) |
| <input type="checkbox"/> 2. Gauges and Indicators | <input type="checkbox"/> 8. Forward/Reverse Pedal | <input type="checkbox"/> 14. Horn |
| <input type="checkbox"/> 3. Noises/Emissions | <input type="checkbox"/> 9. Back-up Alarm/Travel Alarm (if fitted) | <input type="checkbox"/> 15. Work Lights |
| <input type="checkbox"/> 4. Air Filter Indicator | <input type="checkbox"/> 10. Accelerator Pedal | <input type="checkbox"/> 16. Street Lights |
| <input type="checkbox"/> 5. Hour Meter | <input type="checkbox"/> 11. Valve Levers | <input type="checkbox"/> 17. Strobe |
| <input type="checkbox"/> 6. Seat Belt Interlock Test | <input type="checkbox"/> 12. Steering Response | |

4-way Models only

- 2a. Engage the Lateral Mode
- 2b. Check Lift Height Sensor
- 2c. Lateral Drive Test
- 2d. Disengage the Lateral Mode

Pantograph/telescopic Fork Models only

- 2e. Lift Assist
- 2f. Pantograph Extend & Retract
- 2g. Telescopic Fork Extend & Retract

LP Models only

- 2h. Engage/Disengage Free Lift

3. TRANSPORT Checks

All Models

- | | | |
|--|---|---|
| <input type="checkbox"/> 1. Mounting Kit | <input type="checkbox"/> 4. Transport Chains | <input type="checkbox"/> 7. Conspicuity Tape (when mounted) |
| <input type="checkbox"/> 2. Tie Downs (Dump Bed Mounting Kit Only) | <input type="checkbox"/> 5. Angle of Forklift to Ground and Ground Clearance (when mounted) | <input type="checkbox"/> 8. Lower n' Go/Ground Start |
| <input type="checkbox"/> 3. Pins and Locks | <input type="checkbox"/> 6. DOT Lights (when mounted) | <input type="checkbox"/> 9. SMV Triangle |

List any problems: _____

reported to supervisor? YES NO



The M.O.S.T. PROGRAM

Daily Pre-Shift Inspection Checklist

Visual Checks

The Moffett must be on the ground in a SAFE ZONE with the keys removed and the parking brake engaged.

Starting at the operator station, walk around the forklift and complete the following visual checks. If defects are identified during the pre-shift visual inspection notify your supervisor immediately.

- Operator Manual/Manual Box:** The Moffett Operator Manual must be carried in the manual box on the forklift at all times.
 - Decals & Data Plate:** Inspect all decals and data plate. There should be no missing, damaged, or faded decals & data plate on the forklift. Decals & Data Plate and their location are found in the Moffett Operator Manual and at the end of this Operator Workbook.
 - Side Guard Latch/Hinges:** The side guard should not have any cracks or bends. It must open and close smoothly. It must positively latch when closed. Under no circumstances should the side guard be removed.
 - Overhead Guard:** The overhead guard must not be bent or cracked.
 - Hydraulic Level Oil Sight Gauge:** Check the hydraulic fluid level with all cylinders in the CLOSED position to ensure that the maximum amount of oil is in the hydraulic tank. If it is below the minimum (the midpoint on the sight glass), it must be topped off ONLY with the proper hydraulic fluid. If top-off is required, remove the hydraulic cap slowly and carefully as the hydraulic tank is pressurized. Use Hydraulic oil as specified in the Moffett Operator Manual. If the hydraulic fluid is discolored (from transparent to milky in color) the Moffett hydraulic oil system should be inspected.
 - Left Load Support (if fitted):** Ensure that the load support folds up and down smoothly. It should latch or lock positively when folded up.
 - Left Carriage Cylinder:** Check for leaks at the fitting and glands (where the cylinder rod extends and retracts). Check for scratches and nicks on the cylinder rod. Check the mounts for cracks on either end of the cylinder. Check for missing or loose bolts on the cylinder retaining pins at either end of the cylinder.
 - Left Tilt Cylinder:** Check for leaks at the fitting and glands (where the cylinder rod extends and retracts). Check for scratches and nicks on the cylinder rod. Check the mounts for cracks on either end of the cylinder. Check for missing or loose bolts on the cylinder retaining pins at either end of the cylinder.
 - Left Front Tire and Wheel:** Look for debris, mud, or binding (plastic wrap) behind and around the wheel. This causes damage to the drive motor. Ensure that there are no missing or loose lug nuts. There should be no chunks, cuts, or excessive wear on the tire. Check the tire for proper inflation in accordance with the manufacturer's recommended tire pressure or in the Moffett Operator Manual. Inspect wheel counterweights and fasteners. Under normal operating conditions, tires should be replaced when the tread lugs measure 3/32" in height at the lowest point on the lug bar. Any tire with the body ply cords visible, or showing any signs of cuts, bulges, or other signs of damage, should be replaced immediately – regardless of lug height. Look for bent or corroded rims.
 - Left Stabilizer:** Check for damage and bends.
 - 11. Side shift Cylinder:** Check for leaks at the fitting and glands (where the cylinder rod extends and retracts). Check for scratches and nicks on the cylinder rod. Check the mounts for cracks on either end of the cylinder. Check for missing or loose bolts on the cylinder retaining pins at either end of the cylinder.
 - 12. Left Sideshift Chrome Shaft:** Check for missing or loose bolts on either end.
 - 13. Forks:** Inspect the lock pins to ensure that they are functional and making positive engagement in the fork board. Check the top and bottom mast carriage mountings on the fork for cracks and wear. Check the fork for bends, cracks, and wear horizontally (along the blade), vertically (along the shank), and at the heel. Ensure that both forks are in the same level plane. Annual fork inspection should be performed by a trained forklift technician in accordance with ASME B56.1 (6.2.8). **14. Mast:** Check that the mast is not bent nor has any debris. Check the bolts on the base of the mast cylinder for tightness.
 - 15. Over-Roller Hoses and Rollers (if fitted):** Check for leaks or loose fittings and check roller for excessive wear.
 - 16. Mast Chains:** Check all four (4) mast chains. All chains should be lubricated. There should be no seized links over the entire length of all 4 chains. They must be inspected separately in pairs (front and rear). Front Chains – Placing the forks firmly on the ground removes the tension from the front chains. Rear Chains – Raising the forks off the ground removes the tension from rear chains. (This requires starting the engine and immediately shutting off the engine when the forks are raised off the ground.) When the chains are without tension, ensure that each pair (front pair or rear pair) have equal slack that is not excessive. Definitive chain stretch and elongation can only be measured by a qualified forklift technician.
 - 17. Load Backrest (if fitted):** The load backrest should not be bent or loose.
 - 18. Mast Lift Cylinder(s) and Mounts:** Check for leaks at the fitting and glands (where the cylinder rod extends and retracts). Check for scratches and nicks on the cylinder rod. Check the mounts for cracks on either end of the cylinder. Check for missing or loose bolts on the cylinder retaining pins at either end of the cylinder.
 - 19. Right Sideshift Chrome Shaft:** See # 15 Left Sideshift Chrome Shaft.
 - 20. Right Stabilizer:** Check for damage and bends.
 - 21. Right Front Tire and Wheel:** See # 9 Left Front Tire and Wheel.
 - 22. Hydraulic Hoses and Connections:** Observe any leaks or loose fittings. Look for oil spots on the ground where the forklift has been parked and on the frame of the forklift for the source of a leak. NOTE: Do not use your fingers to check for leaks. Do not put your face close to suspected leaks. Check for leaks with a piece of cardboard. Then check the cardboard for hydraulic oil.
 - 23. Right Tilt Cylinder:** See # 11 Left Tilt Cylinder.
 - 24. Right Carriage Cylinder:** See #10 Left Carriage Cylinder.
 - 25. Right Load Support (if fitted):** See # 9 Left Load Support (if fitted).
 - 26. Fuel Tank and Fuel Cap:** Check for leaks.
 - 27. Top Hood:** There should be no broken latches or hinges.
 - 28. Coolant:** The coolant should be no more than 1" below the neck of the radiator. Do not attempt to remove the radiator cap if the engine is hot. Use coolant as specified in the Moffett Operator Manual.
 - 29. SMV Sign:** Ensure sign opens and closes completely and that it latches in place.
 - 30. Rear Hood:** There should be no broken latches or hinges.
 - 31. Engine Oil:** Remove the dipstick and clean with a cloth or paper. Reinsert it fully. Remove again and observe the location of the oil mark. It should be between the minimum and maximum marks. If the oil mark is below the minimum level, it must be topped off. If the engine oil needs frequent topping off, the engine should be inspected for damage or leaks.
 - 32. Rear Steering Cylinder & Linkage:** Check for leaks at the fitting and glands (where the cylinder rod extends and retracts). Check for scratches and nicks on the cylinder rod. Check the mounts for cracks on either end of the cylinder. Check for missing or loose bolts on the cylinder retaining pins at either end of the cylinder and for loose or missing bolts on the linkage.
 - 33. Rear Tire and Wheel:** See # 9 Left Front Tire and Wheel.
 - 34. Seat:** The seat must not be loose. The vinyl should not be torn. Inspect the seat to ensure the seat cushions and frame is secure. Inspect to ensure the seat slides are functional and check latch mechanism for excessive play.
 - 35. Seat Belt:** The seat belt should extend smoothly and retract fully. The seat belt must not be frayed or worn. The latch must be fully functional.
 - 36. Steering Wheel:** Steering wheel should be free of cracks or damage. Steering knob should have no excess wear.
 - 37. Valve Levers:** The valve levers should be clean and clear of debris.
- 4-Way Models Only**
- 1a. Left Wheel Counterweights:** Verify that counterweights are in place & bolts are secure.
 - 1b. Left Steering Cylinder:** Check for leaks at the fitting and glands (where the cylinder rod extends and retracts). Check for scratches and nicks on the cylinder rod. Check the mounts for cracks on either end of the cylinder. Check for missing or loose bolts on the cylinder retaining pins at either end of the cylinder.
 - 1c. Right Steering Cylinder:** Check for leaks at the fitting and glands (where the cylinder rod extends and retracts). Check for scratches and nicks on the cylinder rod. Check the mounts for cracks on either end of the cylinder. Check for missing or loose bolts on the cylinder retaining pins at either end of the cylinder.
 - 1d. Right Wheel Counterweights:** Verify that counterweights are in place & bolts are secure.
 - 1e. Lift Height Sensor:** Check for damage to, or missing Sensor, Sensor plate, and wiring.
 - 1f. Mast Carriage Sensor:** Check for damage to, or missing Sensor.
- Pantograph/Telescopic Fork Models Only**
- 1g. LH Stabilizer Friction Pad:** Stabilizer friction pads should not be excessively worn, damaged or missing.
 - 1h. LH Lift Assist Assembly:** Check for damage and bends. Nylon wear strips should not be excessively worn, damaged or missing. Check for leaks at the fitting and glands (where the cylinder rod extends and retracts). Check for scratches and nicks on the cylinder rod. Check the mounts for cracks on either end of the cylinder. Check for missing or loose bolts on the cylinder retaining pins at either end of the cylinder.
 - 1i. Scissor Assembly:** Check for damage and bends. Check the center pin for wear and cracks. Check for leaks at the fitting and glands (where the cylinder rod extends and retracts). Check for scratches and nicks on the cylinder rod. Check the mounts for cracks on either end of the cylinder. Check for missing or loose bolts on the cylinder retaining pins at either end of the cylinder.
 - 1j. R.H Stabilizer Friction Pad:** See # 1g LH Stabilizer Friction Pad.
 - 1k. RH Lift Assist Assembly:** See # 1h LH Lift Assist Assembly.

Operational Checks

Operational inspections are done by starting the engine, operating all controls, and test driving. Never start a forklift to perform the operational inspection if the visual inspection indicates immediate safety hazards. Constantly monitor the gauges, listening for unusual noises, loose parts, fluid leaks, and unusual conditions. If a problem is suspected, take the forklift out of service and have it inspected.

- Operator Side Guard:** Should open and close smoothly and also positively latch when open & closed.
 - Gauges and Indicators:** The engine oil light and the battery light should illuminate when the ignition is turned on. The lights should both go out when the engine is started. Check the fuel level and top off if necessary. If the forklift is equipped with a preheat indicator, it should illuminate when preheating and then go out after the engine is started. As the forklift is operated, the temperature gauge should rise to the safe operating temperature range. If the operating temperature reaches the upper end of the gauge, this indicates a problem and the forklift must be immediately shut down. If the lights are difficult to start, have your supervisor arrange for an inspection of the glow plugs and starting system. If the lights do not go out after start up, or illuminate during the operation of the Moffett, IMMEDIATELY shut down the forklift and report the situation to your supervisor. Air filter indicator should not be illuminated.
 - Noises/Emissions:** Listen for unusual noises and observe engine emissions at all times when operating the Moffett. If you suspect an engine or hydraulic problem during start up, immediately shut down the forklift and contact your supervisor.
 - Air Filter Indicator:** Check that indicator is not showing "full red" which would indicate a clogged air filter.
 - Hour Meter:** The hour meter should "count" as the forklift is operated.
 - Seatbelt Interlock Test:** With the parking brake in the OFF position and the seatbelt unfastened the Moffett should not be able to drive in either the forward or reverse direction. With the parking brake in the OFF position and the seatbelt fastened ensure the machine will drive in both the forward and rearward directions
 - Parking Brake (ON/OFF):** Switch on the parking brake and attempt to drive forward and reverse. If the parking brake is functioning properly, the Moffett should not move.
 - Forward/Reverse Pedals:** There are two pedals that need to be inspected – the accelerator pedal and the forward/reverse pedal. (Standard Drive): Forward/Reverse Pedal - At a low RPM, drive the forklift forward and backward, gradually depressing the forward/reverse pedal fully in each direction. The forklift should respond accordingly. Then release the forward/reverse pedal. The pedal should return to neutral and the Moffett should come to an immediate stop. (Anti-Stall Drive): Forward/Reverse Pedal - With the forward/reverse pedal fully depressed in each direction gradually depress the accelerator to slowly drive the forklift forward and backward. Then release the forward/reverse pedal. The pedal should return to neutral and the Moffett should come to an immediate stop.
 - Back-up Alarm /Travel Alarm (If Fitted):** The back-up alarm should be operational. The back-up alarm should NEVER be disconnected.
 - Accelerator Pedal:** Depress the accelerator pedal slowly and then return it to neutral. The engine should run smoothly. It should accelerate and decelerate to idle.
 - Valve Levers:** Cycle all controls fully and ensure that there is no free play in the valve levers. Look for jerking movement and listen for unusual noises. Never extend your head, arms, or body into the mast or mast carriage. All levers should return to the center position (neutral) when released. Test the following levers, with the forks low to the ground: Stabilizers – Ensure that stabilizers lower and raise fully. Mast Carriage – Ensure that the mast carriage moves forward and backward fully and smoothly. There should be no lateral movement. Lateral movement is an indication that the wear pads need adjusting or there may be a broken roller. Mast – Ensure the mast raises and lowers fully and smoothly. Lateral movement is an indication that the wear pads need adjusting or there may be a broken roller. Tilt – Tilt the mast fully forward and rearward. There should be no binding or jerking. Sideshift- Sideshift the mast fully left and fully right. There should be no binding or jerking.
 - Steering Response:** Drive the forklift making a complete left turn and a complete right turn. The steering should be responsive. There should be no excessive free play, jerking, binding, or unusual noises.
 - Diff-Lock – (FWD/REV):** Engage the diff-lock and attempt to drive forward and reverse. There should be noticeable drag on the engine to indicate that the diff-lock is functioning. A complete inspection of the diff-lock requires a technician.
 - Horn:** The horn should be operational. Do not operate the forklift if the horn does not work.
 - Work Lights:** All work lights should be operational.
 - Street Lights:** All street lights, flashers, and turn signals should be operational.
 - Strobe:** The strobe should be operational when the ignition switched is in the ON position.
- 4-Way Models Only**
- 2a. Engage Lateral Mode:** Ensure front and rear wheels turn smoothly into the Lateral Travel position.
 - 2b. Check Lift Height Sensor:** Raise the mast and ensure it stops at the Lift height sensor and then lower it until the forks are just above the top of the frame.
 - 2c. Lateral Drive Test:** Drive slowly and cautiously a few feet right and left to ensure the machine moves and stops smoothly. Ensure the machine can only operate in lateral mode when the mast carriage is fully retracted.
 - 2d. Disengage Lateral Mode:** Ensure front and rear wheels turn smoothly into the Normal Travel position.
- Pantograph/Telescopic Fork Models Only**
- 2e. Lift Assist:** Ensure the lift assist arm tilt fully forward and rearward.
 - 2f. Pantograph Extend & Retract:** Ensure the pantograph extends and retracts smoothly. The mast carriage function should be disabled until the pantograph is fully retracted. When retracting the mast carriage the pantograph should automatically retract prior to the mast carriage retracting.
 - 2g. Telescopic Forks Extend/Retract:** See 2f.
- LP Models Only**
- 2h. Engage/Dis-engage FreeLift:** Ensure that FreeLift travels smoothly fully up and down.

Transport Checks

Transport inspections are done by inspecting the mounting kit and then mounting the Moffett onto a truck or trailer before making deliveries. Never attempt to mount the forklift to perform the transport inspections if the visual or operational inspections indicate immediate safety hazards. If a problem is suspected, take the forklift out of service and have it inspected.

- Mounting Kit:** Check the mounting kit and chain hanger brackets for cracks and bends.
- Tie Downs (Dump Bed Kit only):** The tie downs should be positively locked in place.
- Pins and Locks:** Ensure that the transport pins on either side are not worn and that both flip locks are working.
- Transport Chains:** Check for damaged or dislodged pins on the end shackles at either end of both chains. The bolts and lock nuts that retain the transport chains on either side of the Moffett should be in place. Mount the forklift on the rear of the truck or trailer. If any unusual noises, jerking, or binding are noticed, immediately lower the forklift to the ground and have it inspected by a forklift technician.
- Angle of Forklift to Ground and Ground Clearance (when mounted):** The rear wheel should be 3-4" higher than the front wheels when mounted. The rear wheel should be pointed forward at all times.
- DOT Lights (when mounted) All DOT lights should be working:**
 - side marker (left and right) – 2
 - corner marker (left and right) – 2
 - 3-row center – 3
 - back-up – 1 or 2
 - stop – 2
 - tail – 2
 - turn – 2
- Conspicuity Tape (when mounted):** The conspicuity tape should be clean and intact on the rear as well as the left and right side of the forklift.
- Lower n' Go / Ground Start:** On machines equipped with both Lower n' Go and the Ground Start function. With the stabilizing chains connected press the ground start to raise the machine off the mounting kit until the stabilizing chains become slack. Press and hold the Lower n' Go button until the machine rests back into the mounting kit and both chains become tight. On machines only equipped with Lower n' Go it will be necessary to first raise the machine off the kit manually using the hydraulic levers before testing the Lower n' Go.
- SMV Triangle:** Ensure SMV Triangle is clean and opens & closes and latches fully in both positions.

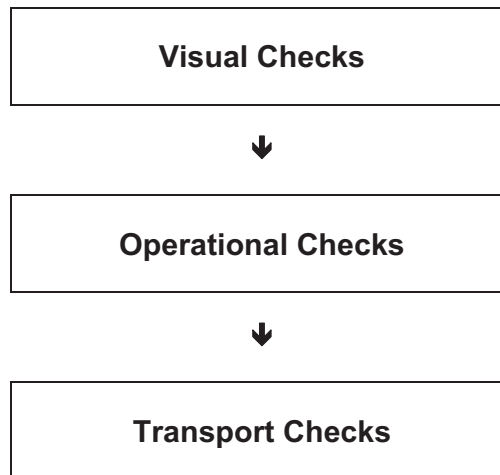
DAILY PRE-SHIFT INSPECTION CHECKLIST

All checks should be performed in a SAFE ZONE. The area around the forklift should be flat and free of obstacles that would hinder you from performing the visual, operational, and transport checks. If anyone walks into the SAFE ZONE, stop the checks immediately and wait until the area is clear before continuing the checks.

Visual checks are to be performed first. They are done by looking at the forklift. If any defects are identified during the visual inspection, notify your supervisor immediately. Never start operational checks if the visual inspection indicates immediate safety hazards.

Operational checks are done by starting the engine and moving all parts. Constantly monitor the gauges, listening for unusual noises, looking for loose parts, fluid leaks, and unusual conditions. If a safety-related problem is suspected, stop the inspection, turn off the engine, and notify your supervisor immediately. Never start transport checks if the operational inspection indicates that there may be a safety hazard.

Transport checks are the last to be performed. These inspections focus on inspecting the mounting kit that mounts the Moffett to the back of a truck or trailer. Should there be any unusual noises, loose parts, fluid leaks, unusual conditions, or problems that arise during the mounting procedure, immediately dismount the forklift, turn off the engine, and notify your supervisor immediately.



Conducting Visual Checks

The Moffett must be on the ground in a SAFE ZONE, with the keys removed and the parking brake engaged.

Starting at the operator station, walk around the forklift and complete the following visual checks. If defects are identified during the pre-shift visual inspection, notify your supervisor immediately.

1. Operator Manual/Manual Box	The <i>Moffett Operator Manual</i> must be carried in the manual box on the forklift at all times.
2. Decals and Data Plate	Inspect all decals and data plate. There should be no missing, damaged, or faded decals & data plate on the forklift. Decals & Data Plate and their locations are found in the <i>Moffett Operator Manual</i> and at the end of this Operator Workbook.
3. Side Guard Latch/Hinges	The side guard should not have any cracks or bends. It must open and close smoothly. It must positively latch when closed. Under no circumstances should the side guard be removed.
4. Overhead Guard	The overhead guard must not be bent or cracked.
5. Hydraulic Level Oil Sight Gauge	Check the hydraulic fluid level with all cylinders in the CLOSED position. Ensure that the maximum amount of oil is in the hydraulic tank. If it is below the minimum (the midpoint on the sight glass), it must be topped off ONLY with the proper hydraulic fluid. If top-off is required, remove the hydraulic cap slowly and carefully as the hydraulic tank is pressurized. Use hydraulic oil as specified in the <i>Moffett Operator Manual</i> . If the hydraulic fluid is discolored (from transparent to milky in color) the Moffett hydraulic oil system should be inspected.
6. Left Load Support (if fitted)	Ensure that the load support folds up and down smoothly. It should latch or lock positively when folded up.
7. Left Carriage Cylinder	Check for leaks at the fitting and glands (where the cylinder rod extends and retracts). Check for scratches and nicks on the cylinder rod. Check the mounts for cracks on either end of the cylinder. Check for missing or loose bolts on the cylinder retaining pins located at either end of the cylinder.
8. Left Tilt Cylinder	Check for leaks at the fitting and glands (where the cylinder rod extends and retracts). Check for scratches and nicks on the cylinder rod. Check the mounts for cracks on either end of the cylinder. Check for missing or loose bolts on the cylinder retaining pins at either end of the cylinder.
9. Left Front Tire and Wheel	Look for debris, mud, or binding (plastic wrap) behind and around the wheel. Any of these may cause damage to the drive motor. Ensure that there are no missing or loose lug nuts. There should be no chunks, cuts, or excessive wear on the tire. Check the tire for proper inflation in accordance with the manufacturer's recommended tire pressure or in the <i>Moffett Operator Manual</i> . Inspect wheel counterweights and fasteners. Under normal operating conditions, tires should be replaced when the tread lugs measure 3/32" in height at the lowest point on the lug bar. Any tire with the body ply cords visible, or showing any signs of cuts, bulges, or other signs of damage, should be replaced immediately – regardless of lug height. Look for bent or corroded rims.
10. Left Stabilizer	Check for damage and bends.
11. Side shift Cylinder	Check for leaks at the fitting and glands (where the cylinder rod extends and retracts). Check for scratches and nicks on the cylinder rod. Check the mounts for cracks on either end of the cylinder. Check for missing or

	loose bolts on the cylinder retaining pins at either end of the cylinder.
12. Left Sideshift Chrome Shaft	Check for missing or loose bolts on either end.
13. Forks	<p>Inspect the lock pins to ensure that they are functional and making positive engagement in the fork board. Check the top and bottom mast carriage mountings on the fork for cracks and wear. Check the fork for bends, cracks, and surface wear horizontally (along the blade), vertically (along the shank), and at the heel. Ensure that both forks are in the same level plane.</p> <p>Annual fork inspection should be performed by a trained forklift technician in accordance with ASME B56.1 (6.2.8).</p>
14. Mast	Check that the mast is not bent nor has any debris. Check the bolts on the base of the mast cylinder for tightness.
15. Over-Roller Hoses and Rollers (if fitted):	Check for leaks or loose fittings and check roller for excessive wear.
16. Mast Chains	<p>Check all four (4) mast chains. All chains should be lubricated. There should be no seized links over the entire length of all 4 chains.</p> <p>They must be inspected separately in pairs (front and rear).</p> <p>Front Chains – Placing the forks firmly on the ground removes the tension from the front chains.</p> <p>Rear Chains – Raising the forks off the ground removes the tension from rear chains. (This requires starting the engine and immediately shutting off the engine when the forks are raised off the ground.)</p> <p>When the chains are without tension, ensure that each pair (front pair or rear pair) have equal slack, and that the slack is not excessive.</p> <p>Definitive chain stretch and elongation can only be measured by a qualified forklift technician.</p>
17. Load Backrest (if fitted)	The load backrest should not be bent or loose.
18. Mast Lift Cylinder(s) and Mounts	Check for leaks at the fitting and glands (where the cylinder rod extends and retracts). Check for scratches and nicks on the cylinder rod. Check the mounts for cracks on either end of the cylinder. Check for missing or loose bolts on the cylinder retaining pins at either end of the cylinder.
19. Right Sideshift Chrome Shaft	Check for missing or loose bolts on either end.
20. Right Stabilizer	Check for damage and bends.
21. Right Front Tire and Wheel	<p>Look for debris, mud, or binding (plastic wrap) behind and around the wheel. This causes damage to the drive motor. Ensure that there are no missing or loose lug nuts. There should be no chunks, cuts, or excessive wear on the tire. Check the tire for proper inflation in accordance with the manufacturer's recommended tire pressure or in the <i>Moffett Operator Manual</i>. Inspect wheel counterweights and fasteners.</p> <p>Under normal operating conditions, tires should be replaced when the tread lugs measure 3/32" in height at the lowest point on the lug bar. Any tire with the body ply cords visible, or showing any signs of cuts, bulges, or other signs of damage, should be replaced immediately – regardless of lug height.</p> <p>Look for bent or corroded rims.</p>

22. Hydraulic Hoses and Connections	<p>Observe any leaks or loose fittings. Look for oil spots on the ground where the forklift has been parked and on the frame of the forklift for the source of a leak.</p> <p>Note: Do not use your fingers to check for leaks. Do not put your face close to suspected leaks. Check for leaks by putting a piece of cardboard near suspected leak. Then check the cardboard for hydraulic oil.</p>
23. Right Tilt Cylinder	<p>Check for leaks at the fitting and glands (where the cylinder rod extends and retracts). Check for scratches and nicks on the cylinder rod. Check the mounts for cracks on either end of the cylinder. Check for missing or loose bolts on the cylinder retaining pins at either end of the cylinder.</p>
24. Right Carriage Cylinder	<p>Check for leaks at the fitting and glands (where the cylinder rod extends and retracts). Check for scratches and nicks on the cylinder rod. Check the mounts for cracks on either end of the cylinder. Check for missing or loose bolts on the cylinder retaining pins at either end of the cylinder.</p>
25. Right Load Support (if fitted)	<p>Ensure that the load support folds up and down smoothly. It should latch or lock positively when folded up.</p>
26. Fuel Tank and Fuel Cap	<p>Check for leaks.</p>
27. Top Hood	<p>There should be no broken latches or hinges.</p>
28. Coolant	<p>The coolant should be no more than 1" below the neck of the radiator.</p> <p>Do not attempt to remove the radiator cap if the engine is hot.</p> <p>Use coolant as specified in the <i>Moffett Operator Manual</i>.</p>
29. SMV Sign	<p>Ensure sign opens and closes completely and that it latches in place.</p>
30. Rear Hood	<p>There should be no broken latches or hinges.</p>
31. Engine Oil	<p>Remove the dipstick and clean with a cloth or paper. Reinsert It fully. Remove again and observe the location of the oil mark. It should be between the minimum and maximum marks. If the oil mark is below the minimum level, it must be topped off. If the engine oil needs frequent topping off, the engine should be inspected for damage or leaks.</p>
32. Rear Steering Cylinder & Linkage	<p>Check for leaks at the fitting and glands (where the cylinder rod extends and retracts). Check for scratches and nicks on the cylinder rod. Check the mounts for cracks on either end of the cylinder. Check for missing or loose bolts on the cylinder retaining pins at either end of the cylinder and for loose or missing bolts on the linkage.</p>
33. Rear Tire and Wheel	<p>Look for debris, mud, or binding (plastic wrap) behind and around the wheel. Any of these may cause damage to the drive motor. Ensure that there are no missing or loose lug nuts. There should be no chunks, cuts, or excessive wear on the tire. Observe the tire for proper inflation – deflated tires should be inspected.</p> <p>Under normal operating conditions, tires should be replaced when the tread lugs measure 3/32" in height at the lowest point on the lug bar. Any tire with the body ply cords visible, or showing any signs of cuts, bulges, or other signs of damage, should be replaced immediately – regardless of lug height.</p>
34. Seat	<p>The seat must not be loose. The vinyl should not be torn. Inspect the seat to ensure the frame and seat cushions are secure. Inspect to ensure the</p>

	seat slides are functional, and check the latch mechanism for excessive play.
35. Seat Belt	The seat belt should extend smoothly and retract fully. The seat belt must not be frayed or worn. The latch must be fully functional.
36. Steering Wheel	The steering wheel should be free of cracks or damage. The steering knob should have no excess wear.
37. Valve Levers	The valve levers should be clean and clear of debris.

4-Way Models Only

1a. Left Wheel Counterweights	Verify that counterweights are in place & bolts are secure.
1b. Left Steering Cylinder	Check for leaks at the fitting and glands (where the cylinder rod extends and retracts). Check for scratches and nicks on the cylinder rod. Check the mounts for cracks on either end of the cylinder. Check for missing or loose bolts on the cylinder retaining pins at either end of the cylinder.
1c. Right Steering Cylinder	Check for leaks at the fitting and glands (where the cylinder rod extends and retracts). Check for scratches and nicks on the cylinder rod. Check the mounts for cracks on either end of the cylinder. Check for missing or loose bolts on the cylinder retaining pins at either end of the cylinder.
1d. Right Wheel Counterweights	Verify that counterweights are in place & bolts are secure.
1e. Lift Height Sensor	Check for damage to, or missing Sensor, Sensor plate, and wiring
1f. Mast Carriage Sensor	Check for damage to, or missing, Sensor.

Pantograph/Telescopic Fork Models Only

1g. L.H Stabilizer Friction Pad	Stabilizer friction pads should not be excessively worn, damaged or missing.
1h. LH Lift Assist Assembly	Check for damage and bends .Nylon wear strips should not be excessively worn, damaged or missing. Check for leaks at the fitting and glands (where the cylinder rod extends and retracts). Check for scratches and nicks on the cylinder rod. Check the mounts for cracks on either end of the cylinder. Check for missing or loose bolts on the cylinder retaining pins at either end of the cylinder.
1i.Scissor Assembly	Check for damage and bends .Check the center pin for wear and cracks. Check for leaks at the fitting and glands (where the cylinder rod extends and retracts). Check for scratches and nicks on the cylinder rod. Check the mounts for cracks on either end of the cylinder. Check for missing or loose bolts on the cylinder retaining pins at either end of the cylinder.
1j. R.H Stabilizer Friction Pad	See # 1g LH Stabilizer Friction Pad.
1k. RH Lift Assist Assembly	See # 1h LH Lift Assist Assembly.

Operational Checks

The Moffett must be on the ground in a SAFE ZONE.

Operational inspections are done by starting the engine, operating all controls, and test driving. Never start a forklift to perform the operational inspections if the visual inspection indicates that there may be a safety hazard. Constantly monitor the gauges, listening for unusual noises, looking for loose parts, fluid leaks, and unusual conditions. If a problem is suspected, take the forklift out of service and have it inspected.

1. Operator Side Guard	Should open and close smoothly and should positively latch when opened and closed.
2. Gauges and Indicators	<p>The engine oil light and the battery light should illuminate when the ignition is turned on. Both lights should extinguish when the engine is started.</p> <p>Check the fuel level and top off if necessary.</p> <p>If the forklift is equipped with a preheat indicator, it should illuminate when preheating and then go out after the engine is started.</p> <p>As the forklift is operated, the temperature gauge should rise to the safe operating temperature range. <i>If the operating temperature reaches the upper end of the gauge, this indicates a problem and the forklift must be immediately shut down.</i></p> <p>If the Moffett is difficult to start, have your supervisor arrange for an inspection of the glow plugs and starting system.</p> <p>If the lights do not go out after start up, or illuminate during the operation of the Moffett, IMMEDIATELY shut down the forklift and report the situation to your supervisor.</p> <p>Air filter indicator should not be illuminated.</p>
3. Noises/Emissions	<p>Listen for unusual noises and observe engine emissions at all times when operating the Moffett.</p> <p>If you suspect an engine or hydraulic problem during start up, immediately shut down the forklift and contact your supervisor.</p>
4. Air Filter Indicator	Check that indicator is not showing “full red” which would indicate a clogged air filter.
5. Hour Meter	The hour meter should “count” as the forklift is operated.
6. Seatbelt Interlock Test	With the parking brake in the OFF position and the seatbelt unfastened the Moffett should not be able to drive in either the forward or reverse direction. With the parking brake in the OFF position and the seatbelt fastened ensure the machine will drive in both the forward and rearward directions
7. Parking Brake (ON/OFF)	Switch on the parking brake and attempt to drive forward and reverse. If the parking brake is functioning properly, the Moffett should not move.
8. Forward/Reverse Pedal	<p>There are two pedals that need to be inspected – the accelerator pedal and the forward/reverse pedal.</p> <p>(Standard Drive): Forward/Reverse Pedal - At a low RPM, drive the forklift forward and backward, gradually depressing the forward/reverse pedal fully in each direction. The forklift should respond accordingly. Then release the forward/reverse pedal. The pedal should return to neutral and the Moffett should come to an immediate stop.</p> <p>(Anti-stall Drive) Forward/Reverse Pedal - Fully depress the directional control pedal forward, and accelerate gently to test forward drive. Then fully depress the directional control pedal rearward and</p>

	accelerate gently to test rearward drive. When you release the forward/reverse pedal, it should return to Neutral and the Moffett should come to an immediate stop.
9. Back-up Alarm /Travel Alarm (If Fitted)	The back-up alarm should be operational. The back-up alarm should NEVER be disconnected.
10. Accelerator Pedal	Depress the accelerator pedal slowly and then return it to neutral. The engine should run smoothly. It should accelerate and decelerate to idle
11. Valve Levers	Cycle all controls fully and ensure that there is no free play in the valve levers. Look for jerking movement and listen for unusual noises. Never extend your head, arms, or body into the mast or mast carriage. All levers should return to the center position (neutral) when released. Test the following levers, with the forks low to the ground: Stabilizers – Ensure that stabilizers lower and raise fully. Mast Carriage – Ensure that the mast carriage moves forward and backward fully and smoothly. There should be no lateral movement. Lateral movement is an indication that the wear pads need adjusting or that there may be a broken roller. Mast – Ensure the mast raises and lowers fully and smoothly. Lateral movement is an indication that the wear pads need adjusting or there may be a broken roller. Tilt – Tilt the mast fully forward and rearward. There should be no binding or jerking. Sideshift – Sideshift the mast fully left and fully right. There should be no binding or jerking.
12. Steering Response	Drive the forklift making a complete left turn and a complete right turn. The steering should be responsive. There should be no excessive free play, jerking, binding, or unusual noises.
13. Diff-Lock (FWD/REV)	Engage the diff-lock and attempt to drive forward and reverse. There should be noticeable drag on the engine to indicate that the diff-lock is functioning. A complete inspection of the diff-lock requires a technician.
14. Horn	The horn should be operational. Do not operate the forklift if the horn does not work.
15. Work Lights	All work lights should be operational.
16. Street Lights	All street lights, flashers, and turn signals should be operational.
17. Strobe	The strobe should be operational when the ignition switch is in the ON position.

4-Way Models Only

18. Engage Lateral Mode	Ensure front and rear wheels turn smoothly into the lateral travel position.
19. Check Lift Height Sensor	Raise the mast and ensure it stops at the Lift Height sensor, then lower it until the forks are just above the top of the frame.
20. Lateral Drive Test	Drive slowly and cautiously a few feet right and left to ensure the machine moves and stops smoothly. Ensure the machine can only operate in lateral mode when the mast carriage is fully retracted.
21. Disengage Lateral Mode	Ensure front and rear wheels turn smoothly into the normal travel position.

Pantograph/Telescopic Fork Models Only

22. Lift Assist	Ensure the lift assist arm tilts fully forward and rearward.
23. Pantograph Extend & Retract	Ensure the pantograph extends and retracts smoothly. The mast carriage function should be disabled until the pantograph is fully retracted. When retracting the mast carriage the pantograph should automatically retract prior to the mast carriage retracting.
24. Telescopic Forks Extend/Retract	Ensure the Telescopic Forks extend and retract smoothly. The mast carriage function should be disabled until the telescopic forks are fully retracted. When retracting the mast carriage the telescopic forks should automatically retract prior to the mast carriage retracting.

Transport Checks

Transport inspections are done by inspecting the mounting kit, and then mounting the Moffett onto a truck or trailer before making deliveries. Never attempt to mount the forklift to perform the transport inspections if the visual or operational inspections indicates immediate safety hazards. If a problem is suspected, take the forklift out of service and have it inspected.

1. Mounting Kit	Check the mounting kit and chain hanger brackets for cracks and bends.
2. Tie Downs (Dump Bed Kit only)	The tie downs should be positively locked in place.
3. Pins and Locks	Ensure that the transport pins on either side of the Moffett are not worn, and that both flip locks are working.
4. Transport Chains	<p>Check for damaged or dislodged pins on the end shackles at either end of both chains. The bolts and lock nuts that retain the transport chains on either side of the Moffett should be in place.</p> <p>Mount the forklift on the rear of the truck or trailer.</p> <p>If any unusual noises, jerking, or binding are noticed, immediately lower the forklift to the ground, and have it inspected by a forklift technician.</p>
5. Angle of Forklift to Ground and Ground Clearance (when mounted)	The rear wheel should be 3-4" higher than the front wheels when mounted. The rear wheel should be pointed forward at all times.
6. DOT Lights (when mounted)	<p>All DOT lights should be working:</p> <ul style="list-style-type: none"> •side marker (left and right) – 2 •corner marker (left and right) – 2 •3-row center – 3 •stop – 2 •tail – 2 •turn – 2 •back-up – 1 or 2
7. Conspicuity Tape (when mounted)	The conspicuity tape should be clean and intact on the rear, the left and right side of the forklift.
8. Lower n' Go / Ground Start	On machines equipped with both Lower n' Go and the Ground Start function, with the stabilizing chains connected, press the ground start to raise the machine off the mounting kit until the stabilizing chains become slack. Press and hold the Lower n' Go button until the machine rests back into the mounting kit and both chains become tight. On machines equipped only with Lower n' Go, it will be necessary to first raise the machine off the kit manually using the hydraulic levers before testing the Lower n' Go.
9. SMV Triangle	Ensure SMV Triangle is clean and that it opens, closes and latches fully in both positions