

# ELECTRIC TRUCKS

CUSTOMER NAME:	MECH	DATE
<b>MAKE/MODEL</b>	<b>Ser#</b>	
Horn (13)	<b>MINITRAC</b>	<b>HRS</b>
Hand or Seat Brake (23)		<b>UPRIGHT</b>
Brakes (23)	Rollers (34)	
O.H.G. (39)	Lift Chains (34)	
L.B.R. (34)	Chain Anchors (34)	
Forks (39)	Trunion Rings (34)	
Data Plate: Y / N Correct/Legible:	Pins & Bushings (34)	
	Shims (34)	
	Latches (34)	
	Sheaves (50)	
	Hoses (50)	
	Deck Number	
		<b>CARRIAGE</b>
	Shims (34)	
	Pins (34)	
	Rollers (34)	
	Chains (34)	
	Fork Bar	
		<b>HYDRAULICS</b>
	Pump(29)	
	Hydraulic Valve (30)	
	Aux. Valve (30)	
	Valve Linkage (30)	
	Lift Cylinder (Type)	
	Leaks (34)	
	Tubes (34)	
	Flow Control (34)	
	Hose (31)	
	Hose Reel / Internal Hosing	
		<b>TILT CYLINDER (32)</b>
	Deg of Tilt F/B	
	Leaks (38)	
	Wear Parts (38)	
		<b>ATTACHMENTS</b>
	Model #	
	Leaks (38)	
	Wear Parts (38)	
		<b>APPEARANCE</b>
	Operators Manual	
	Safety Decals (40)	
	Sheet Metal (40)	
	Seat	<b>BELT</b>
	Seat Deck Supports	
	Paint (40)	
	Steam (40)	
	P.M.	
		<b>TIRES (23) COND. SIZE</b>
	Drive (23)	
	Steer (23)	
	Load Wheel (23)	
	Casters (23)	
	Lug Bolts (23)	



Annual Scissor Lift Inspection Report and Work Order



**FORKLIFTS OF MINNESOTA, INC.**

2201 West 94th Street  
Bloomington, MN. 55431  
Phone (952) 887-5400 Fax (952) 881-3030



**Work Order #**

Inspection Date: \_\_\_\_\_  
 Serial # \_\_\_\_\_ Year: \_\_\_\_\_  
 Model # \_\_\_\_\_ Make: \_\_\_\_\_  
 Unit # \_\_\_\_\_ Cust. Unit # \_\_\_\_\_  
 Meter Reading: \_\_\_\_\_  
 Mechanic # \_\_\_\_\_ Van # \_\_\_\_\_

Customer Number: \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 \_\_\_\_\_  
 Previous Inspection: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Phone \_\_\_\_\_  
**Repair Work Order #** \_\_\_\_\_

The owner must perform an Annual Machine Inspection of this machine no later than 13 months from the date of the prior inspection. This Annual Machine Inspection is to be performed by a mechanic qualified on the specific make and model of aerial work platform.

Check each item on the front of this Inspection Report / Work Order. (Refer to Operators Safety, Service Maintenance Manuals for specific information regarding inspection procedures and criteria.) Indicate in the appropriate space as each item has been performed (Y=Yes (Passed) N=No (Failed) C=Corrected NA=Not Applicable). If the Item is found to be not acceptable, describe each discrepancy in the comments space at the bottom of the form. Use additional paper if necessary. Immediate action must be taken to correct all discrepancies. The owner shall not place the machine in service until all discrepancies have been corrected.

**Y=Yes (Passed) N=No (Failed) C=Corrected NA=Not Applicable**

**SLI**

Functions and controls	Y	N	C	NA
1. All joystick/toggle controls return to "off" or neutral position when released.				
2. Detents properly lock controls in place. Check condition of control enclosures and protective boots/guards.				
3. Emergency stop switches at the ground and platform control stations arrest all platform movements.				
4. Lift, drive, and speed cut-outs operate properly.				
5. Manual descent system and/or auxiliary power system operates properly.				
6. Function enable system operates properly. (Disables function within 3 seconds). (If equipped).				
7. Brakes operate properly.				
Platform Assembly	Y	N	C	NA
1. Platform installed and secure.				
2. Midrail chain or gate installed and latches properly.				
3. Extend deck properly installed and functions properly, locks at full extension, and retraction.				
4. Platform guard rails and floor in place secure and undamaged.				
5. Platform roll pins installed properly. Fold down rails (if equipped) installed properly. No loose or missing parts.				
Scissor Arms	Y	N	C	NA
1. Scissor arms free of damage, cracks, and distortion.				
2. Safety prop installed and operational.				
3. Inspect all nuts, bolts, shafts, shields, bearings, and locking devices for proper installation, tightness, excessive wear, cracks or distortion.				
4. Cylinder pins, bearings, and attaching hardware secure, undamaged, no excessive wear.				
5. Arm pins, bearings, and attaching hardware secure, undamaged, no excessive wear.				
6. Arm pads and sliding blocks secure and undamaged, no excessive wear.				
Chassis	Y	N	C	NA
1. Wheel rim nuts torqued properly.				
2. Proper tires installed.				
3. Tires free of gouges and excessive wear, no cords showing and if pneumatic, properly inflated. Tire bead properly seated around rim.				
4. Oscillating axle and lockout cylinders operate properly. (If applicable).				
5. Steer, drive and axle components secure and undamaged.				
6. Leveling jacks or stabilizers operate properly. (If applicable)				
7. Hydraulic tray and battery/engine compartment covers, open and latch properly.				
8. Pothole protection system deploys and retracts properly.				
9. Static strap is in place. (If applicable)				

Power System	Y	N	C	NA
1. Engine idle, throttle and RPM set properly.				
2. Correct batteries installed.				
3. Battery fluid levels correct.				
4. Battery charger scrolls through diagnostics when plugged in.				
5. Batteries accept charge.				
6. Air and fuel filter clean.				
7. Engine oil, coolant and fuel level correct.				
8. Fuel cap tight and vent open.				
9. Exhaust system free of leaks. (Gas/Diesel units only)				
Hydraulic/Electrical System	Y	N	C	NA
1. All cylinders free of leaks and damage.				
2. All areas around hydraulic components (pump, oil lines, reservoir) free of oil, no evidence of leaks.				
3. Hydraulic filter clean.				
4. Hydraulic level in tank and torque hubs correct.				
5. Hydraulic tank cap tight and vent open.				
6. All hydraulic fittings and lines secure, free of damage, chafing and leaks.				
7. All electrical connections tight, no corrosion or abrasions.				
8. Instruments, switches, gauges, horn, and lights operate properly.				
9. Switches and controls sealed properly.				
10. All hydraulic pressures properly adjusted.				
Manuals and Decals	Y	N	C	NA
1. ANSI/SIA - Manual of Responsibilities in manual storage box.				
2. Operation and Safety Manual in manual storage box.				
3. AEM Handbook in manual storage box.				
4. Capacity decals in place, secure, and legible, at both platform and ground stations.				
5. All safety and instructional decals installed, secure and legible.				
General	Y	N	C	NA
1. Lift is free of unauthorized modifications or additions.				
2. Paint and overall appearance.				
3. Applicable service bulletins completed.				
4. Inspect general structural condition including welds.				
5. Grease and lubricate per Service and Maintenance Manual.				
6. Drive and operate machine to test all machine functions.				
7. Record inspection date on "IMPORTANT" decal on frame.				

**Comments:**

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Service Time			
Date	In	Out	Travel

The Mechanic / Inspector must perform the entire inspection and complete the entire inspection report. No inspection should be completed or signed off by any inspector other than the inspector that originates the inspection process.

Mechanic Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Inspection Status

Passed	<input type="checkbox"/>
Failed	<input type="checkbox"/>