SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Forklift Battery Charging and Changing Checklist

Regulation: 29 CFR 1910.178(g)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Charge only in the designated charging area, never in an aisle	
☐	Put on face shield, acid gloves, and apron first	
☐	Park square, forks down, brake set, key out	
☐	Charger OFF before you connect or disconnect	
☐	Connect, switch on, confirm the charge started	
☐	Water only after charging, only to the fill line	
☐	Spill or splash? Flush 15 minutes and report it	
☐	Hang the lead back up when you are done	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	Battery charging is performed only in areas designated for that purpose **29 CFR 1910.178(g)**	
☐	Facilities for flushing and neutralizing spilled electrolyte, fire protection, and adequate ventilation are provided and unobstructed **29 CFR 1910.178(g)**	
☐	Smoking is prohibited in the charging area and open flames, sparks, and arcs are controlled- **29 CFR 1910.178(g)**	
☐	Face shield, acid-resistant gloves, and apron are provided, used, and maintained for battery handling **29 CFR 1910.132(a)**	
☐	Replacement batteries meet the weight and voltage on the truck data plate	

WARNINGS

No smoking, flames, or sparks: charging batteries give off explosive hydrogen

Never make or break a connection with the charger on: the arc can ignite the battery

Never lift a battery by its cables and never stand in its travel path

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE