

# FORKLIFT OPERATOR EVALUATION

OPERATOR'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_ PREVIOUS TRAINING DATE: \_\_\_\_\_

EVALUATOR/TRAINER'S NAME: \_\_\_\_\_

Check "S" if Satisfactory, "US" if Unsatisfactory

| INSPECTION ITEM                                    | S | US | COMMENTS |
|--|---|----|----------|
| <b>I. PRE-OPERATIONAL INSPECTION</b>               |   |    |          |
| a. Forklift Checklist                              |   |    |          |
| b. Current forklift driver's certification         |   |    |          |
| <b>II. PICKING UP LOAD</b>                         |   |    |          |
| a. Load distribution                               |   |    |          |
| b. Load stability                                  |   |    |          |
| c. Tine positioning                                |   |    |          |
| d. Penetration into pallet                         |   |    |          |
| e. Tilt/lift                                       |   |    |          |
| f. Stopped forklift before load raised/lowered     |   |    |          |
| g. Lowered to safe travel height before moving     |   |    |          |
| h. Overhead obstruction check                      |   |    |          |
| i. Back out slowly/look behind                     |   |    |          |
| <b>III. TRAVELING WITH LOAD</b>                    |   |    |          |
| a. Look in direction of travel                     |   |    |          |
| b. Legs/arms inside running lines                  |   |    |          |
| c. Sound horn at intersections/pedestrians         |   |    |          |
| d. Reasonable speed                                |   |    |          |
| e. Changing directions-stop                        |   |    |          |
| f. Look before backing                             |   |    |          |
| g. Riders  |   |    |          |
| h. Ramps and incline driving/seatbelts             |   |    |          |
| i. Braking   |   |    |          |
| j. Lift and lower load when traveling              |   |    |          |
| k. Distance between forklift vehicles              |   |    |          |
| l. Distance of tines from floor                    |   |    |          |
| m. Mount/dismount                                  |   |    |          |
| n. Double loads/awkward loads                      |   |    |          |
| <b>IV. LOAD MANIPULATION, STACKING, UNSTACKING</b> |   |    |          |
| a. Forklift centered                               |   |    |          |
| b. Speed of lift                                   |   |    |          |
| c. Forward movement                                |   |    |          |
| d. Positioning load on rack                        |   |    |          |
| e. Back off slow/check for pedestrians             |   |    |          |
| f. Fork clear pallet before up/down                |   |    |          |
| <b>V. TRUCK LOADING/UNLOADING</b>                  |   |    |          |
| a. Chocked/Jack stand                              |   |    |          |
| b. Brakes set                                      |   |    |          |
| c. Dockboard/bridgeplates                          |   |    |          |
| d. Horn sounded                                    |   |    |          |
| <b>VI. SAFETY PLATFORM USE</b>                     |   |    |          |
| a. Secured   |   |    |          |
| b. Horizontal travel                               |   |    |          |
| c. Passenger control                               |   |    |          |
| d. Pedestrian travel                               |   |    |          |
| <b>VII. BATTERY CHARGING</b>                       |   |    |          |
| a. PPE (Safety Glasses, Gloves)                    |   |    |          |
| b. Charger hook-up                                 |   |    |          |

I certify that the above information is correct and accurate.

EVALUATOR/TRAINER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_