

Forklift Operator Evaluation

(Required every 3 years)

Operator's Name:	Date:
Evaluator's Name:	Location:
Equipment Operated (brand and model):	

Pre-Operation Inspection

		Pass	Fail	Observations/Comments or NA
1	Performs Engine Off Inspection			
2	Uses and adjusts seatbelt			
3	Tests driving controls, horn, lights, emergency devices			
4	Moves forks to upper limits			
5	Lowers forks but not to ground			
6	Moves mast all the way forward			
7	Moves mast all the way back			

Picking up a load

8	Squares up on the center of the load			
9	Stops with the fork tips about 1 ft. from load			
10	Clears personnel from the area of the load			
11	Levels the forks before engaging load			
12	Proceeds slowly until the load contacts the carriage			
13	Lifts the load carefully/smoothly until clear			
14	Tilts the mast back slightly to stabilize the load			
15	Checks all directions before initiating movement			

Traveling

16	Does not raise / lower the load while traveling			
17	Maintains a safe speed			
18	Observes all traffic rules, warning signs, floor load limits, and overhead clearances			
19	Keeps arms and legs inside the forklift			
20	Follows other vehicles at a safe distance			
21	Slows down when cornering			
22	Uses the horn to alert others			
24	Faces uphill on inclines when loaded/Downhill when not			

Putting Down A Load

		Pass	Fail	Observations/Comments or NA
25	Makes sure there is sufficient clearance for the load			
26	Clears personnel from the area near the load			
27	Squares up to the location; stops about a foot away			
28	Raises the load to placement level			
29	Moves forward slowly			
30	Lowers load slowly until weight is transferred off of the forks and they are free of pallet			
31	Looks over both shoulders before backing out			
32	Backs straight out until the forks have cleared			
33	Lower the forks to traveling position			

Parking

34	Fully lowers the forks			
35	Sets controls to neutral			
36	Sets the brake			
37	Turns off the power			
38	If parked on an incline, blocks the wheels			
39	Parks only in authorized areas			

Fueling and Battery Recharging (Comments Only)

40	Engine off	
41	Fire extinguisher nearby	
42	Uses PPE as required by the operational unit	
43	Safe fueling / battery recharging procedures followed	
44	Spills cleaned up immediately	

Comments, recommendations, or items that need attention can be noted here

☐ Based upon my evaluation, **the operator is qualified** to operate the above described equipment.

☐ Based upon my evaluation, the operator **has not demonstrated competence** in operating the above described equipment.

Evaluator Signature: _____ Operator Signature: _____