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| **Operator Name:** | **Evaluation Date:** |
| **Evaluator Name:** | **Location:** |
| **Equipment Operated:** | **Department:** |

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| 1. **PRE-OPERATION INSPECTION** | | **PASS** | **FAIL** | **COMMENTS** |
| a. | Uses operator’s daily checklist |  |  |  |
| b. | Performs visual inspection of forklift |  |  |  |
| c. | Identifies any obvious damage, leaks or problems |  |  |  |
| d. | Documents corrective actions on daily checklist |  |  |  |
| e. | Mounts/dismounts forklift with 3-point contact |  |  |  |
| f. | Uses and adjusts seatbelt |  |  |  |
| g. | Performs quick visual of surroundings |  |  |  |

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| 1. **TRAVELING** | | **PASS** | **FAIL** | **COMMENTS** |
| a. | Does not lower or raise the load while traveling |  |  |  |
| b. | Maintains load at safe travel height of 4 to 6 inches |  |  |  |
| c. | Operates forklift at a safe speed |  |  |  |
| d. | Follows all traffic rules, warning signs and overhead clearances |  |  |  |
| e. | Maintains arms and legs inside forklift |  |  |  |
| f. | Follows other vehicles at safe distance |  |  |  |
| g. | Slows down when going around corners |  |  |  |
| h. | Slows down and yields for pedestrians |  |  |  |
| i. | Actively uses horn at blind intersections or around pedestrians |  |  |  |
| j. | Travels with load pointed uphill while on inclines or ramps |  |  |  |
| k. | When traveling without a load, forks are pointed downhill regardless of direction travel |  |  |  |
| l. | Avoids running over objects or debris |  |  |  |
| m. | Stops forklift in a smooth and safe manner |  |  |  |

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| 1. **PARKING** | | **PASS** | **FAIL** | **COMMENTS** |
| a. | Completely lowers forks to the floor |  |  |  |
| b. | Neutralizes controls |  |  |  |
| c. | Shuts-off power |  |  |  |
| d. | Engages the parking brake |  |  |  |
| e. | Turns off the power |  |  |  |

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| 1. **PICKING UP A LOAD** | | **PASS** | **FAIL** | **COMMENTS** |
| a. | Squares up on the center of the load |  |  |  |
| b. | Stops with fork tips approximately 1 ft from load |  |  |  |
| c. | Clears personnel from the area of the load |  |  |  |
| d. | Forks are leveled and proceeds slowly until the load contacts the carriage |  |  |  |
| e. | Moves slowly forward |  |  |  |
| f. | Carefully and smoothly lifts the load until clear |  |  |  |
| g. | Tilts the mast back slightly to stabilize the load |  |  |  |
| h. | Backs straight out until the forks have cleared |  |  |  |
| i. | Lowers the load to travel height |  |  |  |
| j. | Looks over both shoulders before backing out |  |  |  |

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| 1. **LOWERING A LOAD** | | **PASS** | **FAIL** | **COMMENTS** |
| a. | Ensures there is sufficient clearance for the load |  |  |  |
| b. | Clears personnel from area near the load |  |  |  |
| c. | Squares up to the location; then stops about 1 foot away |  |  |  |
| d. | Raises the load to placement level |  |  |  |
| e. | Moves slowly forward |  |  |  |
| f. | If the load is on a pallet, lowers it into position and lowers the forks further |  |  |  |
| g. | Looks over both shoulders before backing out |  |  |  |
| h. | Backs straight out until the forks have cleared |  |  |  |
| i. | Lowers the forks to travel position |  |  |  |

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| 1. **HIGH STACKING** | | **PASS** | **FAIL** | **COMMENTS** |
| a. | Operator aware of rack capacity or stacking limits |  |  |  |
| b. | Withdrew and lowered load to ground immediately upon clearing rack |  |  |  |
| c. | Elevated load only after in close proximity to rack |  |  |  |
| d. | Load kept tilted rearwards during lift |  |  |  |
| e. | Load tilted forward after positioned over rack |  |  |  |

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| 1. **OTHER FORKLIFT OR SITE-SPECIFIC ITEMS** | | **PASS** | **FAIL** | **COMMENTS** |
| a. |  |  |  |  |
| b. |  |  |  |  |

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| 🞏 Based on my evaluation, **the operator is qualified** to operate the above equipment indicated. |
| 🞏 Based on my evaluation, **the operator** **has not demonstrated competence** in operating equipment indicated. |

Evaluator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­\_\_\_\_ Operator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_