

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

1. PRE-OPERATION INSPECTION	PASS	FAIL	N/A	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				
H.				
I.				
2. TRAVELING	PASS	FAIL	N/A	COMMENTS
A. Does not lower or raise the load while traveling				
B. Maintains load at safe travel height of 4 to 6 in				
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				
N.				
O.				

3. PARKING	PASS	FAIL	N/A	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				
F.				
G.				
4. PICKING UP A LOAD	PASS	FAIL	N/A	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				
K.				
L.				
5. LOWERING A LOAD	PASS	FAIL	N/A	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				
J.				
K.				

FORKLIFT OPERATOR EVALUATION

6. HIGH STACKING	PASS	FAIL	N/A	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				
F.				
G.				

7. OTHER FORKLIFT OR SITE-SPECIFIC ITEMS	PASS	FAIL	N/A	COMMENTS
A.				
B.				
C.				
D.				

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: _____