



## Authorized Employee Forklift Operator Evaluation

Name of Driver: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

Select Machine/ Equipment: \_\_\_\_\_

| Operation   | Pass | Fail | Operation  | Pass | Fail |  |
|---|------|------|--|------|------|--|
| <b>Pre-Use Inspection</b>   |      |      | <b>Putting Down A Load</b>   |      |      |  |
| 1. Follow Operators Daily Checklist   |      |      | 1. Make sure there is sufficient clearance for the load.                           |      |      |  |
| 2. Look for damage  |      |      | 2. Clear personnel from the area near the load.                                    |      |      |  |
| 3. Document all findings on the checklist   |      |      | 3. Square up to the location; then stop about a foot away.                         |      |      |  |
| <b>Picking Up The Load</b>  |      |      | 4. Raise the load to placement level.  |      |      |  |
| 1. Square up on the center of the load.   |      |      | 5. Move slowly forward.  |      |      |  |
| 2. Stop with the fork tips about 1 foot from the load.                                  |      |      | 6. If the load is on a pallet, lower it into position and lower the forks further. |      |      |  |
| 3. Clear personnel from the area near the load.   |      |      | 7. Look over both shoulders before backing out                                     |      |      |  |
| 4. Level the forks; then slowly drive forward until the load contacts the carriage.     |      |      | 8. Back straight out until the forks have cleared.                                 |      |      |  |
| 5. Lift the load carefully and smoothly until it is clear.                              |      |      | 9. Lower the forks to traveling position.  |      |      |  |
| 6. Tilt the mast back to stabilize the load.  |      |      | <b>Fueling And Battery Recharging</b>  |      |      |  |
| 7. Look over both shoulders.  |      |      | 1. Engine off.   |      |      |  |
| 8. After out and stopped, lower to travel height.                                       |      |      | 2. Fire extinguisher nearby.   |      |      |  |
| <b>Traveling</b>  |      |      | 3. Proper PPE should be worn.  |      |      |  |
| 1. Do not raise or lower the load and forks while traveling.                            |      |      | 4. Safe fueling and battery recharging procedures followed                         |      |      |  |
| 2. Maintain a safe speed.   |      |      | 5. Spills cleaned up immediately.  |      |      |  |
| 3. Observe all traffic rules, warning signs, floor load limits and overhead clearances. |      |      | <b>NOTES:</b>  |      |      |  |
| 4. Keep arms and legs inside the forklift.  |      |      |  |      |      |  |
| 5. Follow other vehicles at safe distances.   |      |      |  |      |      |  |
| 6. Slow down when cornering.  |      |      |  |      |      |  |
| 7. Use the horn to alert others.  |      |      |  |      |      |  |
| 8. Travel with the load facing uphill while on a ramp or incline.                       |      |      |  |      |      |  |
| <b>Parking</b>  |      |      |  |      |      |  |
| 1. Fully lower the forks.   |      |      |  |      |      |  |
| 2. Neutralize the controls.   |      |      |  |      |      |  |
| 3. Set the brakes.  |      |      |  |      |      |  |
| 4. Turn off the power.  |      |      |  |      |      |  |
| 5. If parked on an incline, block the wheels.   |      |      |  |      |      |  |
| 6. Park only in authorized areas.   |      |      |  |      |      |  |

Evaluator: \_\_\_\_\_

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