



## 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: \_\_\_\_\_