

Forklift Operator Evaluation Form

Instructions: Use this checklist during the field session to evaluate operator proficiency. It can also be used for periodic evaluation to ensure that operators are continuing to operate forklifts properly.

Operator Name		Evaluator Name				
Date of Evaluation		Equipment Operated				
OPERATOR BEHAVIORS		Good	Fair	Poor	N/A	Comments
Preuse Inspection						
1	Follow the Operator's Daily Checklist.					
2	Look for damage.					
3	Document all findings on the checklist.					
Picking Up A Load						
1	Square up on the center of the load.					
2	Stop with the fork tips about 1 foot from the load.					
3	Clear personnel from the area near the load.					
4	Level the forks; then slowly drive forward until the load contacts the carriage.					
5	Lift the load carefully and smoothly until it is clear.					
6	Tilt the mast back slightly to stabilize the load.					
7	Look over both shoulders.					
8	After out and stopped, lower the load to travel height.					
Traveling						
1	Do not raise or lower the load and forks while traveling.					
2	Maintain a safe speed.					
3	Observe all traffic rules, warning signs, floor load limits and overhead clearances.					
4	Keep arms and legs inside the forklift.					
5	Follow other vehicles at a safe distance.					
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.					
9	Stop smoothly.					

OPERATOR BEHAVIORS		Good	Fair	Poor	N/A	Comments
Putting Down A Load						
1	Make sure there is sufficient clearance for the load.					
2	Clear personnel for the area near the load.					
3	Square up to the location; then stop about 1 foot away.					
4	Raise the load to placement level.					
5	Move slowly forward.					
6	If the load is on a pallet, lower it into position and lower the forks further.					
7	Look over both shoulders before backing out.					
8	Back straight out until the forks have cleared.					
9	Lower the forks to traveling position.					
Parking						
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.					
Fueling And Battery Recharging						
1	Turn the engine off.					
2	Keep a fire extinguisher nearby.					
3	Use the proper Personal Protective Equipment (PPE).					
4	Follow safe fueling and battery recharging procedures.					
5	Clean up spills immediately.					
FINAL EVALUATION						
<input type="checkbox"/>	Based on my evaluation, the operator has successfully completed the evaluation and is qualified to operate the following equipment:					
<input type="checkbox"/>	Based on my evaluation, the operator has not demonstrated competence in operating the following equipment:					
Equipment Type						
Evaluator Signature		Operator Signature				