

Forklift Operator Evaluation Form



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

Operator Name		Evaluator Name	
Date of Evaluation	Equipment Operated		

OPERATOR BEHAVIORS	RATING	COMMENTS
Pre-use Inspection		
1. Follow Operator's Daily Checklist.		
2. Look for Damage.		
3. Document all findings on the checklist		
Picking Up The 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 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.		

Putting Down A Load		COMMENTS
1. Make sure there is sufficient clearance for the load.		
2. Clear personnel from 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. Engine off.		
2. Fire extinguisher nearby.		
3. Proper personal protective equipment worn.		
4. Safe fueling and battery recharging procedures followed.		
5. Spills cleaned up immediately.		

<p>Based on my evaluation, the operator has successfully completed the evaluation and is qualified to operate the following equipment:</p>
<p>Based on my evaluation, the operator has not demonstrated competence in operating the following equipment:</p>

Evaluator Signature: _____

Operator Signature: _____