

# 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.

<b>Operator Name</b>		<b>Evaluator Name</b>				
<b>Date of Evaluation</b>		<b>Equipment Operated</b>				
<b>OPERATOR BEHAVIORS</b>		<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>N/A</b>	<b>Comments</b>
<b>Preuse Inspection</b>						
1	Follow the Operator's Daily Checklist.					
2	Look for damage.					
3	Document all findings on the checklist.					
<b>Picking Up A Load</b>						
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.					
<b>Traveling</b>						
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
<b>Putting Down A Load</b>						
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.					
<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.					
<b>Fueling And Battery Recharging</b>						
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.					
<b>FINAL EVALUATION</b>						
<input type="checkbox"/>	Based on my evaluation, the operator <b>has successfully</b> completed the evaluation and is qualified to operate the following equipment:					
<input type="checkbox"/>	Based on my evaluation, the operator <b>has not demonstrated competence</b> in operating the following equipment:					
<b>Equipment Type</b>						
<b>Evaluator Signature</b>				<b>Operator Signature</b>		