

Forklift Operator Practical Evaluation

Operator's Name:	Theory Training Date:
Evaluator/Trainer:	Evaluation Date:
Equipment:	

SCORING 1 = Poor 2 = Average 3 = Good 4 = Excellent N/A = Not Applicable

Pre-Operational Requirements	Score	Notes
Performs pre-use inspection in accordance with company guidelines.		
Correctly completes required inspection documentation.		
Reports deficiencies in accordance with company guidelines.		
Wears required personal protection equipment (PPE).		
Post Start Up	Score	Notes
Listens for unusual noises and sounds.		
Ensures that all safety devices are functioning as required.		
Ensures all dashboard components are functioning correctly.		
Tests functionality of parking brake.		
Checks all hydraulic operations including lift, lower, tilt, and side movements.		
Inspects and tests all foot pedals including the brake, clutch, inching, and gal pedals.		
Uses 3-points of contact when accessing operator's cab.		
Pedestrians	Score	Notes
Slows down and sounds audible warning devices for pedestrians when required.		
Establishes eye contact with pedestrians.		
Does not allow pedestrians to come near while operating the equipment.		
Is aware of rear end swing and ensures that not pedestrians are in the pathway of the swing prior to initiating turns.		
Never allows pedestrian to cross beneath loads, forks, etc.		
Does not allow passengers to ride on equipment.		

Traveling	Score	Notes
Wears seat belt consistently.		
Keeps body within operator compartment always.		
Looks in direction of travel before & while moving.		
Works in accordance with all travel guidelines, warning signs, floor load limits, and overhead clearances.		
Uses truck lighting in dark areas.		
Travels with loads raised and titled back only enough to stabilize the load.		
Stops, starts, and make direction changes smoothly.		
Slows or stops are necessary at intersections and blind corners.		
Turns wide to see down travel path.		
Uses horn and other warning devices when required (To alert pedestrians, other equipment operators, and at blind spots and intersections.		
Leaves three or more lengths for stopping when following another vehicle.		
Stays well away from drop-offs and railroad tracks.		
Avoids and removes debris, avoids holes and uneven ground.		
Crosses railway tracks at the correct 45-degree angle.		
Travels in reverse when vision is too obstructed to travel forward.		

Load Handling	Score	Notes
Does not exceed equipment's rated load capacity.		
Is always aware of combined center of gravity and maintains it well within the equipment's stability triangle.		
Uses attachments per manufacturer's instructions.		
Approaches load squarely and slowly.		
Spreads forks to appropriate width to assist in load stability.		
Does not turn with forks elevated.		
Keeps mast vertical (load level) when high stacking.		
Enters & exits pallets properly (forks level & properly spaced).		
Engages at least 2/3 of load with forks.		
Does not unnecessarily raise and tilt load.		
Aligns loads sufficiently in racks or stacks.		

Ramps, Docks, and Trailers	Score	Notes
Approaches ramps and grades straight.		
Travels up and down ramps in the correct direction.		
Restrains trailer correctly.		
Secures dock/bridge plate.		
Drives appropriate speed on ramps, docks, and trailers.		
Lifting Personnel	Score	Notes
Uses a properly designed platform.		
Ensures that personnel are using the correct fall protection systems.		
Maintains communication throughout lifting and lowering.		
Remains at the controls always.		
Shutdown and Leaving the Operators Position	Score	Notes
Parks in a designated area.		
Lowers the forks all the way.		
Neutralizes all controls.		
Deenergizes equipment and turns off fuel source.		
Blocks the wheels if parking on an incline.		
Engages the parking brake.		
Uses 3 points of contact to exit the operator's cab.		
Refueling/Recharging	Score	Notes
Ensures equipment is deenergized and fuel source is off.		
Wears appropriate Personal Protective Equipment (PPE).		
Follows all workplace and equipment specific guidelines relating to refueling and recharging.		

Additional Comments and Recommendations:

The operator has successfully completed the evaluation and is qualified to operate the equipment.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Evaluator / Trainer Signature	
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