Other (Fill Make &Model) _____ | Evaluation

Evaluator Name: Location:

Examinee Name: Date:

Evaluation Directions - Please place an "X" in the appropriate category. All forms MUST be uploaded regardless of Pass or Fail Rating. **Failure of Bold* criteria equals automatic failure of forklift evaluation.**

Pre-Use Evaluation	Proficient	Additional Training
Safety footwear and gloves*		
Enters cab w/ 3 points of contact, buckles seat belt*		
Demonstrates controls and switches		
Overview of cab		
Proper operators position		
Pre-use visual and operational control check		
Proper pre-shift inspection process & documentation*		
Basic Functions and Maneuvers		
Turns on lights & wipers (if equipped)		
Activates horn		
Activates parking brake		
Service brake/Inching pedal		
Steering - turns (left/right)		
Traveling (forward/reverse)		
Attachment - (raise/lower)*		
Tilt forks (forward/backward)*		
Side shift (left/right)*		
Inspecting the Load		
Ensures "Know Zone" 25 ft rule*		
Proper "tilt" test		
Properly marks unstable loads		
Picking Up the Load		
Forklift squared to center of load*		
Ensures proper lift		
Proper position on forks*		
Load secured against backrest		
Smooth operation of controls		
Ensures clear "Know Zone" 25 ft rule prior to traveling*		
Traveling With the Load		
Smooth start/stop		
Proper fork height (6 inches)		
Controlled turns - limit tail swing*		
Looks in travel direction		
Drives proper direction/ w load*		
Sounds horn while traveling*		
Considers safety obstacles:*		
Safety obstacles: A. Structural poles B. A/C & heating units C. Electrical and utility lines		
Proper IF truck approach and reverse		
Ensures clear "Know Zone" while traveling*		

Stacking the Load	Proficient	Additional Training
Forklift squared to placement area		
Load fully secured against backrest*		
Proper lift with correct alignment and space for container placement		
Proper release of load		
Ensures clear "Know Zone" 25 ft rule prior to traveling*		
Smooth reverse from load, ensuring no contact with adjacent containers*		
Retrieving the Load		
Evaluates container spacing and safety hazards*		
Forklift squared to placement area		
Proper lift with correct alignment and space for container retrieval, no contact with adjacent containers*		
Proper fork placement, weight secure on forks		
Container properly tilted on forks*		
Ensures clear "Know Zone" 25 ft rule prior to traveling*		
Smooth reverse with load, ensuring container is secure on forks		
Safely lowers container to ground level or 6 inches for traveling*		
Parking the Forklift		
Lowers forks/attachments		
Places controls in Neutral		
Key/ignition off		
Parked in appropriate location with emergency brake activated*		
Exits w/ 3 points of contact		
Fueling the Forklift		
Proper PPE		
Identifies fuel indicator gauge and provides proper reading		
Identifies proper fuel type needed*		
Identifies proper fueling area		
Ensures proper fueling procedures		
Safety		
Uses horn appropriately*		
Stops at intersections and end of aisles*		
Yields right of way*		
Aware of overhead hazards*		
Aware of sprinkler pipes and heads*		
No unauthorized riders or horseplay allowed*		

Notes:

Blind Spot Exercise	**Side Right _____ft**
Front Right _____ft **Front Left_____ ft**	**Front Right _____ft** **Front Left_____ ft**

Indicate the employee's performance with either "P" indicating proficient or "A" indicating Additional Training Required	
Performance:	

Evaluator Signature: Date:

Examinee Signature: Date: