

FORKLIFT PRACTICAL EVALUATION FORM



Operator's Name: _____

	Satisfactory	Needs Practice	Unsatisfactory
FORKLIFT INSPECTION			
Properly completes the inspection checklist prior to operating forklift.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
USE OF CONTROLS AND INSTRUMENTATION			
Directional control (forward, neutral, reverse).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift control (raise, lower, tilt).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of instrumentation functions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MANEUVERING SKILLS			
Smooth starting and stopping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drives safely and under control in both forward and reverse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proper speed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turns corners correctly - aware of rear end swing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SELECTING AND PICKING UP LOAD			
Knows the capacity of the forklift and checks load weight.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approaches load properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Properly seats forks and pickup technique.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses proper pickup technique.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tilts load back slightly against backrest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Load balanced properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carries load low; 6" - 8" off ground.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yields to pedestrians.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lowers load smoothly/slowly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drives with forks low to ground (6" - 8" off ground).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DRIVING WITH A LOAD AND DRIVER VISIBILITY			
Smooth starting and stopping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proper speed during turns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slows at intersections and corners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Looks in both directions and sounds horn at intersections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps to the right in aisles and maintains proper clearance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travels at least three lengths behind other vehicles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handles load in manner to prevent product damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps clear view of direction of travel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drives backward in reverse when necessary to maintain visibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remains alert to overhead obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VEHICLE PARKING			
Parks on level area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sets forks flat on floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sets parking brake.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Removes key.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates ability to refuel and/or recharge batteries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SITE SPECIFIC HAZARDS			
Reviewed surface hazards. (Ramps, curbs, pavement changes, oily floors, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reviewed facility hazards. (Overhead lines, ceilings, confined spaces, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reviewed on-site traffic patterns. (One ways, blind corners, pedestrian crossings, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reviewed locations where forklift should not be operated due to potential stability problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remarks: 			
FINAL EVALUATION		<input type="checkbox"/> PASS	<input type="checkbox"/> FAIL
Evaluator's Name: _____	Date: _____		