

Forklift Operator Evaluation

Employee Name: _____

Date: _____

Evaluator Name: _____

Equipment Type: _____

RATING

4 = Excellent

3 = Good

2 = Average

1 = Poor

OPERATOR PERFORMANCE

COMMENTS

Pretrip Insepection					
Looks for damage	1	2	3	4	
Follows operator daily checklist	1	2	3	4	
Documents all checklist findings	1	2	3	4	
Picking Up The Load					
Squares up on the center of the load	1	2	3	4	
Stops with the fork tips about 1 foot from the load	1	2	3	4	
Clears all personnel from the area near the load	1	2	3	4	
Levels the forks and slowly drives forward until the load contacts the carriage	1	2	3	4	
Lifts the load carefully and smoothly until clear	1	2	3	4	
Tilts the mast back slightly for load stabilization	1	2	3	4	
Looks over both shoulders	1	2	3	4	
After out and stopped, lowers the load to travel height	1	2	3	4	
Traveling					
Maintains a safe speed	1	2	3	4	
Does not raise or lower the load and forks while traveling	1	2	3	4	
Keep arms and legs inside the forklift	1	2	3	4	
Observes traffic rules, warning signs, floor load limits and overhead clearances	1	2	3	4	
Slows down when cornering	1	2	3	4	
Follows other vehicles at safe distance	1	2	3	4	
Use the horn appropriately to alert others	1	2	3	4	
Travel with the load facing uphill while on a ramp or incline	1	2	3	4	
Stop smoothly	1	2	3	4	
Putting Down a Load					
Makes sure there is sufficient clearance for the load	1	2	3	4	
Clears all personnel from the area near the load	1	2	3	4	
Squares up to the location and stops about 1 foot away	1	2	3	4	
Raises the load to placement level	1	2	3	4	
Moves forward slowly	1	2	3	4	
If the load is on a pallet, lowers it into position and lowers the forks further	1	2	3	4	
Look over both shoulders before backing out	1	2	3	4	
Backs straight out until the forks have cleared	1	2	3	4	
Lowers the forks to traveling position	1	2	3	4	

Parking				
Fully lowers the forks	1	2	3	4
Neutralizes the controls	1	2	3	4
Sets the brakes	1	2	3	4
Turns off the power	1	2	3	4
If parked on an incline, blocks the wheels	1	2	3	4
Parks only in authorized areas	1	2	3	4
Fueling And Battery Recharging				
Turns engine off	1	2	3	4
Fire extinguisher is nearby	1	2	3	4
Proper PPE worn	1	2	3	4
Safe fueling and battery recharging procedures followed	1	2	3	4
Spills cleaned up immediately	1	2	3	4

The operator has successfully completed the evaluation and is qualified to operate the equipment:

Yes _____ No _____

Evaluator Signature: _____

Operator Signature: _____