



Forklift Operator Evaluation Review Form

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Dept.: \_\_\_\_\_

Equipment: \_\_\_\_\_

|  | Not Acceptable           | Acceptable               |
|--|--------------------------|--------------------------|
| Completes the Daily Forklift Checklist               | <input type="checkbox"/> | <input type="checkbox"/> |
| Refueling and battery checking/recharging            | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrates Proper Use of Controls                  |                          |                          |
| Directional Controls                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Steering Mechanism                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Starts the vehicle                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Tilt forward/Tilt back                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Raise/Lower  | <input type="checkbox"/> | <input type="checkbox"/> |
| Special Attachments                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Driving forward and backward                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Arms and legs kept in truck at all times             | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrates Competency in Driving with a Load       |                          |                          |
| Travels with load close to ground                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Pedestrian traffic awareness                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Horn usage   | <input type="checkbox"/> | <input type="checkbox"/> |
| Entering and exiting the aisle                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Drives in reverse with oversized load                | <input type="checkbox"/> | <input type="checkbox"/> |
| Maintains a safe speed                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrates Competency in Stacking a Load           |                          |                          |
| Approached load squarely                             | <input type="checkbox"/> | <input type="checkbox"/> |
| Deposits load safely and squarely                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Withdraws forks without binding                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrates Competency in Loading/Unloading Trailer |                          |                          |
| Checks the dock plate                                | <input type="checkbox"/> | <input type="checkbox"/> |
| Checks the condition of the trailer floor            | <input type="checkbox"/> | <input type="checkbox"/> |
| Checks the trailer chocks, jack stand & brakes       | <input type="checkbox"/> | <input type="checkbox"/> |
| Driving on a ramp with a loaded truck                | <input type="checkbox"/> | <input type="checkbox"/> |
| Properly Secures "Unattended" Vehicle                | <input type="checkbox"/> | <input type="checkbox"/> |

Explain all items needing attention and/or additional training on back of this page.