



120 White Bridge Rd.
Nashville, TN 37209

Fork Lift Operator Form

Instructions: Use this checklist during the field session to evaluate operator proficiency. It can also be used for periodic evaluation to ensure that operators are continuing to operate forklifts properly.

Operator Name	Evaluator Name
Date of Evaluation	Equipment Operated

Preuse inspection	Good	Fair	Poor	Comments
Follow the Operators Daily checklist				
Look for damage				
Document all findings				

Picking up a Load	Good	Fair	Poor	Comments
Square up on the center of the load				
Stop with the forks tips about 1 foot from the load				
Clear personnel from the area near the load				
Level the forks; then slowly drive forward until the load contacts the carriage				
Lift the load carefully and smoothly until it is clear				
Tilt the mast back slightly to stabilize the load				
Look over both shoulders				
After out and stopped, lower the load to travel height				

Traveling	Good	Fair	Poor	Comments
Do not raise or lower the load and forks while driving				
Maintain a safe speed				
Observe all traffic rules				
Keep arms and legs inside the forklift				
Follow other vehicles at a safe distance				
Slow down when cornering				
Use horn to alert others				
Travel with the load facing uphill while on a ramp or incline				
Accelerate and Stop Smoothly				

Putting down a load	Good	Fair	Poor	Comments
Make sure there is sufficient clearance for the load				
Clear personnel from the area near the load				
Square up to the location; then stop about one foot away				
Raise the load to placement level				
Move slowly forward				
Look over both shoulders before backing out				

Back straight out until the forks have cleared				
Lower the forks to traveling position				

Parking	Good	Fair	Poor	Comments
Fully lower Forks				
Neutralize the controls				
Set the Brakes				
Turn off the power				
If parked on an incline, block the wheels				
Park only in Authorized areas				

Fueling and Battery Charging	Good	Fair	Poor	Comments
Turn the engine off				
Keep a fire extinguisher nearby				
Use proper Personal Protective Equipment				
Follow safe fueling and battery recharging procedures				
If parked on an incline, block the wheels				
Clean up spills immediately				

FINAL EVALUATION

<input checked="" type="checkbox"/>	Based on my Evaluation the operator has successfully completed the evaluation and is qualified to operate the following equipment	Equipment Type
<input type="checkbox"/>	Based on my Evaluation the operator has not successfully completed the evaluation and is not qualified to operate the following equipment	Equipment Type
Evaluator Signature		Operator Signature