

Forklift Operator Evaluation Form



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

Operator Name		Evaluator Name	
Date of Evaluation	Equipment Operated		

OPERATOR BEHAVIORS	RATING				COMMENTS
Pre-use Inspection					
1. Follow Operator's Daily Checklist.	GOOD	FAIR	POOR	N/A	
2. Look for Damage.	GOOD	FAIR	POOR	N/A	
3. Document all findings on the checklist.	GOOD	FAIR	POOR	N/A	
Picking Up The Load					
1. Square up on the center of the load.	GOOD	FAIR	POOR	N/A	
2. Stop with the fork tips about 1 foot from the load.	GOOD	FAIR	POOR	N/A	
3. Clear personnel from the area near the load.	GOOD	FAIR	POOR	N/A	
4. Level the forks; then slowly drive forward until the load contacts the carriage.	GOOD	FAIR	POOR	N/A	
5. Lift the load carefully and smoothly until it is clear.	GOOD	FAIR	POOR	N/A	
6. Tilt the mast back slightly to stabilize the load.	GOOD	FAIR	POOR	N/A	
7. Look over both shoulders.	GOOD	FAIR	POOR	N/A	
8. After out and stopped, lower the load to travel height.	GOOD	FAIR	POOR	N/A	
Traveling					
1. Do not raise or lower the load and forks while traveling.	GOOD	FAIR	POOR	N/A	
2. Maintain a safe speed.	GOOD	FAIR	POOR	N/A	
3. Observe all traffic rules, warning signs, floor load limits and overhead clearances.	GOOD	FAIR	POOR	N/A	
4. Keep arms and legs inside the forklift.	GOOD	FAIR	POOR	N/A	
5. Follow other vehicles at safe distance.	GOOD	FAIR	POOR	N/A	
6. Slow down when cornering.	GOOD	FAIR	POOR	N/A	
7. Use the horn to alert others.	GOOD	FAIR	POOR	N/A	
8. Travel with the load facing uphill while on a ramp or incline.	GOOD	FAIR	POOR	N/A	
9. Stop smoothly.	GOOD	FAIR	POOR	N/A	

Heavy Equipment Operator Evaluation Form

J Elliott



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