

Forklift Practical Evaluation

Basic Info

Operator Name:	
Evaluator Name:	
Date:	
Forklift Type:	
Make:	
Capacity:	

Pre-Use Inspection

1. Follow the Operators' Daily Checklist	
2. Looks for damage and safety defects	
3. Document all findings on the checklist and understands out of service criteria	

Engaging and lifting the load

1. Square up on the center of the load	
2. Stop with the fork tips about 1 foot from the load	
3. Clear personnel from the area near the load	
4. Level the forks; then slowly drive forward until the load contacts the carriage	
5. Lift the load carefully and smoothly until it is clear	
6. Tilt the load carefully and smoothly until it is clear	
7. Looks over both shoulders before backing	
8. Backs out and stops, lowers the load to travel height	

Traveling

2. Keeps forks and load at minimal height off of ground and slightly tilted back	
3. Maintains a safe speed	
4. Always looks in direction of travel – does not rely on mirrors for reverse travel	

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5. Observes all traffic rules, warning signs, floor load limits and overhead clearances	
6. Keeps arm and legs inside the forklift	
7. Follows other vehicles at a safe distance	
8. Slows down when cornering	
9. Use the horn to alert others and when entering buildings and blind intersections	
10. Travel with the load facing uphill while on a ramp or incline	
11. Travels in reverse when load blocks forward vision or uses a ground guide	

Lowering and disengaging the load

1. Makes sure there is sufficient clearance for the load	
2. Clears personnel from the area near the load	
3. Squares up to the location; then stop about 1 foot away	
4. Raises the load to placement level	
5. Moves slowly forward	
6. If the load is on a pallet, lowers the pallet into position and lower the forks further	
7. Looks over both shoulders before backing out	
8. Backs straight out until the forks have cleared	
9. Lowers the forks to travel position	

Parking

1. Fully lowers the forks	
2. Neutralizes the controls	
3. Sets the parking brake	
4. Turns off the power and remove key when forklift is to be unattended (>25')	
5. If parked on an incline blocks the wheels	

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6. Parks only in authorized areas and does not block exits	
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Fueling

1. Engine off	
2. Fire extinguisher nearby	
3. Proper Personal Protective Equipment used	
4. Safe fueling procedures followed	
5. Spills cleaned up and reported immediately	

Conclusion

Based on my evaluation, the operator has successfully completed the evaluation and is qualified to operate the Following equipment:	
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SAMPLE